

Biomapas is a leading clinical, regulatory and pharmacovigilance solutions provider to the global life science industry. With more than 18 years of experience and latest geographical expansion, Biomapas is looking for a **Vendor Manager** to ensure and strengthen our sustainable growth in more than 70 countries.

Joining our team, you will become a part of committed and passionate our professionals' team providing full-scope services to Pharma, Biotech and MedTech industry worldwide. Interested in career opportunity in Pharma industry?

Open position: **Vendor Manager**.

Location: Vilnius/Kaunas

### **Role overview**

Vendor Manager is responsible for coordinating, building and maintaining all aspects of Vendor-Biomapas relationships. The person for this position requires outstanding managerial, negotiation skills, as well as good time management proficiency. Commitment and willingness to growth are key characteristics for the candidate.

### **Main Tasks**

- Conduct constant vendor search and selection world-wide, coordinate new vendor approval process;
- Collect, manage and continuously supervise all vendor related documentation;
- Coordinate new vendor on-boarding by conducting due diligence in the areas of quality, technical set-up (e.g. IT structure), operational systems and financial stability;
- Coordinate and supervise trainings for new and contracted vendors;
- Build and maintain close relationship with existing vendors, troubleshoot all vendor problems and present to operational departments or management as required;
- Coordinate vendor quality related aspects in close cooperation with Quality Assurance Department, initiate audits of existing vendors, supervise, monitor KPIs, and perform annual evaluation;
- Continuously monitor vendor cost-effectiveness in close cooperation with Financial Department, initiate vendor change, if applicable;
- Perform as functional bridge between vendors, business development and operational departments;
- Continuously identify points for improvement and implement changes related to vendor management processes.

### **Experience, required skills and competencies**

- University degree, preferably in Social Sciences and a minimum of 3-4 years operational management, staff management, project management, and/or process improvement work experience;

- Excellent knowledge of English, both verbal and written. Russian would be considered as advantage;
- Excellent verbal and written communication, teaming and problem-solving skills;
- Self-motivated and detail-oriented, with a strong mindset for continuous improvement, simplification, automation, and a natural curiosity to understand the end-to-end processes and customer experience;
- Ability to thrive in a fast-paced environment with a keen understanding of cross-organizational impacts to predict and mitigate downstream issues/delays;
- Ability to contribute to operational analysis and reporting;
- Effective time management skills and ability to use judgment on prioritizing tasks;
- Excellent MS PowerPoint, Excel, Word skills;
- Critical thinker with strong problem-solving skills, negotiating and analytical skills.
- Ability to summarize facts, variables, alternatives, and potential outcomes to assist decisions-making;
- Detail oriented individual capable of completing reporting and analytics accurately, on a timely basis, and in a presentable manner;
- Agreements drafting experience would be considered as advantage.

Send us your CV and Cover letter via e-mail: [personalas@biomapas.eu](mailto:personalas@biomapas.eu) until 28<sup>th</sup> of February.

Only selected candidates will be informed.

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