

# JOB DESCRIPTION ASSISTANT MANAGER – VENDOR DEVELOPMENT [INDIA & APAC]



## OVERVIEW

The Assistant Manager – Vendor Development works as part of Vendor development team and is responsible for developing the local procurement, Vendor development and management strategy of India in liaison with the Head – Procurement & Supply Chain.

## INTRODUCTION

Radio Design is a trusted design and manufacturing partner to a number of the world's largest OEMs, manufacturing thousands of high-quality products to meet their unique needs. Our advanced manufacturing capabilities, combined with our commitment to quality and reliability, allows us to deliver innovative solutions quickly.

## SPECIFIC JOB RESPONSIBILITIES

- Identify potential vendors through research and market analysis for the upcoming project.
- Conduct due diligence to ensure vendors meet compliance and ethical standards.
- Negotiate terms and conditions with vendors to secure favourable agreements.
- Develop and manage vendor contracts, ensuring clarity and adherence to company policies.
- Analyse vendor pricing and cost structures to identify opportunities for cost reduction.
- Work with vendors to optimize pricing and terms.
- Implement cost-saving initiatives while maintaining quality standards.
- Vendor Relationship Management.
- Develop risk mitigation strategies and contingency plans.
- Ensure vendors adhere to compliance and regulatory.
- Explore new sourcing opportunities to diversify the vendor base.
- Stay updated on industry trends and emerging vendor management technologies.
- Maintain accurate records and documentation related to vendor relationships.
- Align vendor development strategies with overall company goals and objectives.
- Liaising closely with Operations (and Engineering and Programmes in India and the UK) to clearly understand the requirement for parts in terms of timescales and cost.
- Have to support India vendor development, management and cost reduction planning.
- Ensure that structured cost reduction plans are in place with key suppliers.
- Prepare the transfer costing of finish good
- Monthly presentation
- Freight budget date preparation
- Prepare the cost comparison
- General purchase
- Attend the supplier meetings and resolve the issue related with supplier

## EDUCATION

- Engineering Degree Qualified

## Technical Skills

- Proficiency in ERP systems and procurement tools.
- Advanced skills in MS Office, particularly Excel, PowerPoint.

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## **EXPERIENCE**

- 5-9 years of experience with direct procurement experience within related high tech industry

## **LINE MANAGER**

Head - Procurement & Supply Chain

## **LINE REPORTS**

Refer to Org Chart