

Vendor Manager, Bayonne NJ

Company Overview

First Allegiance is an established, woman-owned, property service firm located in Bayonne, NJ. We provide a wide range of services on bank-owned properties throughout the United States. First Allegiance is a forward thinking company with a reputation for creativity, quality service, and professionalism. We are a fast growing company with a deep appreciation for excellence in employee performance. Please visit www.firstallegiance.com to learn more.

Job Responsibilities

First Allegiance is seeking an energetic, ambitious, and experienced Vendor Manager to oversee and develop our nationwide network of property preservation contractors. The Vendor Manager will work together with a close-knit group of dedicated professionals to source new vendors, manage vendor relationships, and drive vendor performance. Specific responsibilities include:

- Recruit and onboard new property preservation vendors
- Create and implement vendor training programs
- Manage vendor performance and timelines
- Conduct quality control inspections and onsite vendor visits
- Manage vendor relationships and resolve vendor related issues
- Provide developmental coaching and guidance
- Apply performance management tools
- Strategize with executive management on outsourcing strategies
- Coordinate vendor related events and programs
- Act as liaison between vendor network and operations team
- Partner with other members of the management team
- Participate in client calls, visits, and training programs; present when applicable
- Keep updated on industry regulations, practices, and competitors

Job Requirements

- 5+ years vendor management experience. Mortgage field service or other related industry preferred.
- Direct knowledge/understanding of mortgage field services/property preservation preferred
- Resides near or willing to relocate to the New Jersey/New York City Area; relocation package available
- Proven success meeting production requirement and timelines
- Leadership and motivation skills
- Presentation and training skills
- Goal orientated, driven, and resourceful
- Persuasive communication and negotiation skills
- Research, analytic and critical thinking skills
- Team player; positive approach
- Professional presentation; customer service oriented

Package Overview

- Competitive salary commensurate with experience
- PTO; medical, dental, and vision offerings (with employee contributions)
- Paid life/AD&D insurance
- Medical and dependent care FSA
- Matching 401(k) retirement offering
- Relocation package available
- Team building and employee appreciation events
- Career growth and development opportunities

To apply, please visit www.firstallegiance.com/employment.

Equal Opportunity Employer: As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to sex, race, religion, creed, color, national origin, ancestry, physical or mental handicap or disability, medical condition, marital status, sexual orientation, sexual identity, sexual expression, genetic composition, familial status, domestic partner or civil union status, veteran's status, age or any other basis made unlawful by federal, state or local law or ordinance or regulation.