

Position Title: IT Vendor Manager
Reporting to the SVP of Operations

Coinme is a leading digital currency exchange on a mission to make Web3 and cryptocurrency accessible to everyone. We provide innovative solutions to buy, sell, and manage crypto assets on our B2C platform and our B2B2C solution.

Position Overview:

We are looking for a dynamic and results-driven individual with a strong background in vendor management and a passion for delivering results. This is an exciting opportunity to join our growing company and help shape its future. If you thrive in a fast-paced and constantly evolving environment and have exceptional communication and leadership skills, we want you to join our team!

What You'll Be Working On (Your Impact):

- Develop and maintain strong relationships with 100+ external vendors to ensure timely and effective delivery of services
- Collaborate with cross-functional teams to identify and onboard new vendors, as well as negotiate contracts and pricing
- Maintain a database of all vendors to (i) communicate to all stakeholders and business leaders the vendors their teams use and the vendor's performance and (ii) ensure timely approval and execution of contract renewals and cancellations
- Lead the planning, implementation, and execution of vendor management strategies to optimize service quality and cost-effectiveness
- Monitor and review vendor performance, identifying areas for improvement and implementing corrective actions
- Develop and maintain a vendor management framework, including policies, procedures, and metrics to ensure compliance and effectiveness
- Communicate regularly with vendors to address concerns, provide updates, and foster a positive working relationship
- Analyze data and market trends to identify potential new vendors and make recommendations to internal stakeholders for improvement in vendor services.
- Manage vendor budgets and financial performance, ensuring cost-effectiveness and adherence to budgetary guidelines
- Act as a point of contact for internal stakeholders, providing updates on vendor performance and managing expectations
- Stay updated on industry best practices and trends in vendor management, incorporating them into the company's strategies and processes

What We're Looking For:

- A desire to wear multiple hats and figure out how to do things that have never been done before
- Comfort in ambiguous "start-up" environments
- A bias for action, with a willingness to roll up your sleeves, dive into issues, and learn something new every day
- Extensive experience in vendor management, and vendor management tools
- A "lean" approach to your work, and can efficiently manage multiple competing priorities
- The ability to be flexible, take feedback, and grow in the face of challenges
- Excellent communication and interpersonal skills, as well as strong negotiation and problem-solving skills

Qualifications:

- Bachelor's degree in Business, Finance, or a related field

- 5+ years in vendor management, particularly in SaaS vendors; experience with program/project management preferred
- Experience managing IT/SaaS vendors in a startup environment
- Experience driving internal cross-team collaboration
- Strong analytical skills and experience with risk management tools and data analysis software
- Excellent leadership, communication, and interpersonal skills
- Ability to work in a fast-paced environment and manage multiple priorities

Compensation and Benefits:

- Competitive Salary Range of USD \$60,000 - \$90,000
- 100% Remote - work from the comfort of your home
- Comprehensive health benefits package including options for 100% company-paid health, dental, vision, and life
- A diverse offering of supplemental insurance
- Generous Time Off, Parental Leave, & Paid Volunteer Hours
- Paid Holidays
- Stock Options (US/Canada)
- Great people!

Location:

This opportunity is for a full-time remote position for candidates residing preferably in North and South America. Open to good candidates in other locations.

Travel

Coinme is fully remote, and this position may require periodic travel.

To apply for this position:

Learn more about our mission, vision, and culture at <https://coinme.com/careers/>

Please apply via LinkedIn <https://www.linkedin.com/jobs/view/4102124989>

*A cover letter is optional

Coinme is an Equal Opportunity/Affirmative Action employer. Coinme is committed to promoting a diverse, inclusive, and inventive environment with the best employees. Our mission and values guide us as we work to ensure that everyone has the opportunity to contribute to their fullest potential. We consider all qualified applicants without regard to ethnicity, race, color, ancestry, national origin, religion, creed, sex, gender, gender expression or identity, genetic information, age, physical or invisible disability, family or medical care leave, veteran status, sexual orientation, political affiliation, or any other protected status in accordance with applicable laws, regulation, and ordinances.

Coinme is also committed to providing reasonable accommodations to individuals with disabilities. If you need reasonable accommodation because of a disability during any part of the employment process, please contact us at hr@coinme.com and provide us with the nature of your request and your contact information.

Did you read the requirements as a checklist and not tick each box? Don't rule yourself out! If this role resonates with you, we want you to apply. Don't see the right opportunity? Email your resume to careers@coinme.com, and we'll review your resume for future opportunities.

Last updated 12/14/2024