



## Vendor Management Coordinator

As a Vendor Management Coordinator, you will be sourcing, procuring, and negotiating with potential vendors in both a reactive and strategic/pro-active approach to best support FrontStreet's customer needs. You will develop and maintain vendor relationships during the onboarding process while ensuring compliance with FrontStreet's policies and requirements.

### **Responsibilities:**

- Recruit and source service technicians and tradesmen - such as Plumbers, HVAC Technicians, Electricians, Carpenters, and Construction workers across the United States and Canada.
- Negotiate pricing to meet the needs of FrontStreet and its clients.
- Foster and develop relationships with existing vendors to expand their coverage areas.
- Work collaboratively with the Vendor Management team to ensure proper compliance with vendors.