



Job Description | *(Senior) Sourcing and Vendor Manager*

We are seeking a passionate (Senior) Sourcing and Vendor Manager to join our growing team.

1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

2. ROLE DESCRIPTION

We're looking for a (Senior) Sourcing and Vendor Manager to join our growing team and take responsibility of our strategic vendor ecosystem and end-to-end sourcing lifecycle.

A (Senior) Sourcing and Vendor Manager in our team is responsible for the identification, evaluation, negotiation, onboarding, and ongoing management of vendors across key categories (with a strong emphasis on technology, SaaS, and professional services). Working closely with Legal, Information Security, Privacy, Finance, IT, and business stakeholders, you will drive measurable value through cost optimization, quality and service improvements, risk mitigation, and innovation. The ideal candidate combines deep procurement expertise with strong commercial acumen, exceptional stakeholder management, and the ability to build scalable vendor governance. Candidates at senior level will additionally shape sourcing strategy and playbooks.

3. DUTIES AND RESPONSIBILITIES

- Lead end-to-end sourcing events (RFI/RFP/RFQ), including market research, requirements definition, supplier shortlisting, evaluation, and award recommendations.
- Negotiate commercial and contractual terms (e.g., NDAs, MSAs, SOWs, SLAs, DPAs), partnering with Legal to accelerate cycle times while protecting company interests.
- Manage the vendor lifecycle from selection and due diligence through onboarding, performance management, renewals, and offboarding.
- Coordinate cross-functional due diligence (Legal, Information Security, Privacy, Finance), including security and data protection assessments.
- Define and establish improved vendor risk management process to identify, assess, and mitigate third-party risks.
- Define and maintain SLAs, KPIs, and vendor scorecards and lead corrective action plans to drive continuous improvement when necessary.

- Oversee software and cloud renewals, license optimization, and usage tracking to avoid shelfware and ensure commercial compliance.
- Partner with Finance on budgeting, forecasting, accruals, and purchase-to-pay activities; ensure data integrity in sourcing and AP systems.
- Continuously improve supplier governance frameworks and playbooks, including templates, policies, and process standards for sourcing and vendor management.
- Maintain exit strategies and business continuity considerations.
- Build and nurture strategic supplier relationships that deliver innovation and competitive advantage.
- Support internal and external audits, ensuring compliance with policies, licensing terms, and applicable regulations (e.g., GDPR, ISO 27001 where relevant).
- Stay current with market trends, pricing benchmarks, and emerging technologies to inform sourcing strategy and vendor selection.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor's or Master's degree in Business, Supply Chain/Procurement, Law, Engineering, or a related field.
- 3+ years (Manager) to 6+ years (Senior Manager) of hands-on experience in strategic sourcing, procurement, or vendor management, preferably within technology/SaaS or professional services categories.
- Proven track record leading complex negotiations and closing high-impact contracts, balancing commercial outcomes with risk and compliance requirements.
- Strong understanding of procurement methodologies, supplier relationship management, and total cost of ownership concepts.
- Experience running structured sourcing processes (RFI/RFP/RFQ) and building robust business cases and evaluation models.
- Familiarity with IT/software procurement, including licensing models (SaaS, subscription, enterprise agreements), cloud terms, and data processing agreements.
- Third-party risk management experience, including information security and privacy assessments, is highly desirable.
- Excellent stakeholder management and communication skills, with the ability to influence at all levels and translate business needs into sourcing strategies.
- Advanced analytical skills with proficiency in Excel; ability to create cost models, scenario analyses, and dashboards.
- Hands-on experience with procurement and contracting tools (e.g., SAP Ariba, Coupa, Ivalua, Oracle, GEP), contract lifecycle management (e.g., Icertis, Ironclad), and vendor risk platforms (e.g., OneTrust, ProcessUnity, Archer) is a plus.
- Strong organizational skills and the ability to manage multiple concurrent sourcing events and vendor portfolios with attention to detail.
- Ability to perform well in high pressure environments.
- Ability to manage conflicting deadlines and operate in a fast-paced environment.
- Proactive, independent, and detail-oriented approach.
- Fluent English.

5. OTHER PREFERRED SKILLS

- Persistent attention to detail to ensure the highest standards in sourcing documentation, contract terms, and vendor governance.
- Eagerness to stay ahead of market and technology trends with an innovative mindset toward tools, methodologies, and best practices in sourcing and vendor management.

- Experience building or scaling sourcing in high-growth or technology-driven environments.
- Ability to work independently with a strong sense of task ownership.

6. OTHER DETAILS

- Full-time employee
- Located preferably in Amsterdam (other locations including London, Munich, Berlin and Hamburg are potentially possible)
- Compensation depending on qualifications and experience.

7. DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at HR@eltemate.com. We look forward to meeting you.