



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

We are seeking a passionate (Senior) Sourcing and Vendor Manager with strong experience managing software, SaaS, cloud, and professional services suppliers 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 take ownership of our strategic vendor ecosystem and end-to-end sourcing lifecycle.

In this role you will be responsible for the identification, evaluation, negotiation, onboarding, and ongoing management of vendors across key categories, with a strong emphasis on technology, and professional services. Working cross-departmental, you will drive measurable value through cost optimization, risk mitigation, and innovation.

The role requires deep experience sourcing and managing enterprise software providers, cloud platforms, managed service providers, and other strategic technology partners. The ideal candidate combines deep procurement expertise with strong commercial acumen, stakeholder management, and experience building scalable sourcing and vendor governance frameworks.

3. DUTIES AND RESPONSIBILITIES

- Lead end-to-end sourcing events (RFI/RFP/RFQ), including market research, requirements definition, supplier evaluation, negotiations and award recommendations
- Drive strategic sourcing initiatives for software, SaaS, cloud, cybersecurity, AI, data, and professional services categories
- Negotiate commercial and contractual terms (e.g., NDAs, MSAs, SOWs, SLAs, DPAs), partnering with Legal to achieve commercial objectives while protecting company interests
- Manage the vendor lifecycle, including due diligence through onboarding, performance management, renewals, and offboarding
- Coordinate cross-functional due diligence vendor assessments covering legal, information security, privacy, finance, operational resilience and company requirements

- Evaluate vendors against internal risk standards and applicable frameworks and regulations, including ISO 27001, SOC 1/2, GDPR, NIS2, DORA, and related standards
- Assess operational, cyber, regulatory, concentration, and data protection risks and ensure appropriate remediation plans are implemented
- Oversee software and cloud renewals, license optimization, and usage tracking to maximize value and ensure compliance
- Maintain supplier governance frameworks, policies, templates, and sourcing standards.
- Support internal and external audits, ensuring compliance with policies, licensing terms, and applicable regulations

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 sourcing and managing software, SaaS, cloud, technology, and/or professional services vendors
- Proven track record leading complex negotiations and delivering strong commercial outcomes while balancing risk and compliance requirements
- Familiarity with software and cloud procurement, including licensing models, enterprise agreements, cloud terms, and data processing agreements
- Experience conducting vendor due diligence and risk assessments, with knowledge of security, privacy, and regulatory frameworks, (e.g. ISO 27001, SOC 1/2, GDPR, NIS2, DORA)
- Excellent stakeholder management and communication skills, with the ability to influence at all levels and translate business needs into sourcing strategies
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment

5. OTHER PREFERRED SKILLS

- Experience building or scaling sourcing and vendor management in high-growth or technology-driven environments
- Strong ownership mindset and ability to work independently
- High attention to detail

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.