



JOB POSITION: VENDOR OPERATIONS COORDINATOR

LOCATION: EASTERN AND ATLANTIC CANADA

Snipp is a publicly listed company entering their hyper-growth stage focused on building cutting-edge promotions, loyalty, and shopper marketing technology solutions for brands. We work with some of the largest brands and agencies in North America, EMEA and increasingly internationally.

We are looking for smart, entrepreneurial people who enjoy challenges and working on cutting edge technology. No one will be holding your hand here. In exchange, we promise to pay you fairly, give you flexibility in how / where you work and present you with lots of challenges so you will never be bored!

POSITION OVERVIEW

The Vendor Operations Coordinator is a key cog in the Snipp organization that supports all departments by facilitating and maintaining relationships between Snipp and their vendors through controlling costs, driving service excellence from vendors to Snipp stakeholders, and mitigating risks to gain increased value from vendors.

Reporting directly to the Director, Strategy and Partnerships, this role will be responsible for ensuring that Snipp vendors are adhering to Service Level Agreements (SLAs) within their Master Service Agreement (MSA) or associated campaign level Statements of Work (SOWs). Working collaboratively in a team environment, you will be responsible for understanding the needs of the client for each of their promotion or loyalty campaigns and ensuring that Snipp vendors are executing their responsibilities and are providing Snipp's clients with service that shines a positive light on Snipp.

The individual for this role must be a self-starter. All work is remote as Snipp does not have any physical offices; therefore, the individual must be able to work independently and in a team with minimal supervision.

ROLES AND RESPONSIBILITIES

- Facilitate and maintain relationships between Snipp and their vendors/ partners
- Ensure Snipp Vendors are adhering to their contractual obligations to assist Snipp stakeholders in achieving client satisfaction and meeting client deliverables
- Holistically manage all client campaigns and vendors to maximize economy of scale opportunities while reducing Snipp costs
- Analyze campaign data to identify abnormalities that may be a result of campaign errors or fraudulent activity that could be impacting deliverables or profits
- Hold reoccurring meetings with vendors, becoming the key owner and subject matter expert of vendor operations for which other departments can rely on to achieve their goals
- Work extensively with internal and external statistical dashboards to refine processes and procedures and provide input to management for strategic decisions that will reduce Snipp costs, improve deliverables to clients, and / or reduce fraud
- Perform other related duties as assigned

QUALIFICATIONS

- Completed Post-Secondary education in Business or equivalent
- 1-2 years experience in vendor management or operations role
- Intermediate proficiency in Microsoft Suite, high comfort using Excel and Excel functions required
- Excellent oral and written communication skills in English
- Problem-Solving and Negotiation Skills required
- Ability to manage cross-functional deadlines when working under pressure and hold others accountable
- Able to work collaboratively and effectively as part of diverse and virtual teams, and build relationships both internally and externally, locally, and globally
- Decisive action-oriented, and comfortable working with ambiguity
- Access to high-speed internet and ability to work remotely
- Experience with PowerBI, Zoho, Atlassian/Jira considered an asset
- IT background considered an asset, but not required

ENVIRONMENTAL JOB REQUIREMENTS AND WORKING CONDITIONS

- Fully remote – Will work Atlantic time-zone
- All prospective employees must pass a background check

WHAT WE PROVIDE

- Competitive salary
- Paid vacation
- Full Benefits package
- Internal growth opportunities with a growing company
- Ability to work with an amazing international group from USA, Ireland, Italy, India, and beyond

ABOUT SNIPP

Snipp is a global loyalty and promotions company with a singular focus: to develop disruptive engagement platforms that generate insights and drive sales. Our solutions include shopper marketing promotions, loyalty, rewards, rebates, and data analytics, all of which are seamlessly integrated to provide a one-stop marketing technology platform. We also provide the services and expertise to design, execute, and promote client programs. SnippCheck, our receipt processing engine, is the market leader for receipt-based purchase validation; SnippLoyalty is the only unified loyalty solution in the market for CPG brands. Snipp has powered hundreds of programs for Fortune 1000 brands and world-class agencies and partners.

Snipp is headquartered in Vancouver, Canada with a presence across the United States, Canada, Ireland, Europe, and India. The company is publicly listed on the Toronto Stock Venture Exchange (TSX-V) in Canada and is also quoted on the OTC Pink marketplace under the symbol SNIPF.

[CLICK HERE TO APPLY](#)

Or please email your resume to Jobs@snipp.com