

PARAGON RELOCATION RESOURCES, INC.
Manager of Global Business Alliances

DATE: Sept 2011	Position Title: Manager of Global Business Alliances	POSITION LOCATION Dublin, Ireland
REPORTS TO (Title) Sr. VP Diversified Services	DESCRIPTION APPROVED BY 1. President 2. CFO	Exempt:
		Grade Bonus

SUMMARY OF POSITION DESCRIPTION

This position oversees all supply chain strategy, supplier financial management and analysis, supplier relationships, and supplier contracts; Paragon/supplier operations and invoicing processes; prospective client supplier RFP questions and supplier quotes; development and monitoring of supplier performance metrics, supplier service delivery, and customer resolution of failed supplier service. This position works very closely with Paragon supplier stakeholders including the CFO; Accounting, Sales, Marketing, Account Management, IT, Contract, and Operation Teams. This position interfaces with Prism implementation for suppliers.

SKILLS / KNOWLEDGE REQUIREMENTS

<p>EDUCATIONAL REQUIREMENTS</p> <p>Required:</p> <ul style="list-style-type: none"> ➤ BA/BS in business discipline <p>Preferred:</p> <ul style="list-style-type: none"> ➤ MBA ➤ Global services procurement experience ➤ Relocation related experience in household goods and destination services ➤ 5+ years of industry related experience to demonstrate a thorough understanding of the relocation or household goods functions ➤ Prior experience with reconciliations, spreadsheets and other required programs ➤ Prior reports and financial analysis experience <p>TYPE AND DEPTH OF SKILLS & OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> ➤ Win-Win Negotiation Style ➤ Customer Service Focus (External & Internal) ➤ Meeting Facilitation ➤ Consensus Building ➤ Ability to balance requirements of multiple stakeholders ➤ Writing skills must be professional and concise ➤ Thorough familiarity with contract development and management ➤ Strong human relations & interpersonal skills to develop/maintain working relationships with persons outside of your direct control including clients, suppliers & associates. ➤ Superior ability to communicate – orally, in writing, in person ➤ Able to work independently & make decisions with limited direct supervision; and possess strong planning and time management skills. ➤ Must become proficient on Windows & MS Office Programs (Access, Excel, Word, PowerPoint,
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- Visio), customized in-house software.
- Possess an interpersonal communication style leading to successful supplier/business partnerships, as well as with all levels of management within Paragon.
- Ability to quickly establish credibility both internally and externally as a professional whose experience and knowledge can be depended upon to produce sound advice and well documented decisions.
- Strong planning and time management skills to work independently on most projects, handle multiple priorities, provide timely follow up.
- Some experience with revenue collection.
- Understanding of accounts payable & receivable protocol.
- Must be well versed with the contract management process and be detail oriented to review contracts and other documents to insure that terms and pricing are what has been agreed upon with clients, suppliers and business partners.
- Creative & flexible to either anticipate or solve problems quickly and effectively.
- Must have the ability to design complex spreadsheets to prepare project management plans and follow through to completion.
- Self Motivated and highly organized.

PRIMARY POSITION ACCOUNTABILITIES

Important Responsibilities

- Maintains high accuracy under tight deadlines
- Handles many tasks simultaneously
- Can zero in on the cause of a problem and develop solutions
- Positive, contagious attitude with the ability to inspire others to do better
- Thoughtful, respectful and responsive communication with all employees and suppliers at all levels
- Superior ability to communicate written and orally
- Demonstrate a thorough understanding of financial impacts of the supplier chain
- Ability to gather data and analyze data
- Thorough financial analysis skills
- Collaborates with other staff members
- Implements innovative cost-cutting measures
- Relates to consumers and suppliers exceedingly well
- Dedicated to the position and departmental mission
- Strengthen the department through effective delegation
- High levels of dependability
- Creative in developing others
- Invites diverse ideas and offers creative adaptable solutions
- Always demonstrates integrity and honesty
- Ability to be self-directed regarding goals
- Demonstrates strong initiative
- Demonstrates strong judgment in difficult situations
- Listens well to subordinates and all stakeholders including suppliers