

We're Hiring

VENDOR RELATIONS MANAGER

LENDING DEPARTMENT

First Posting: Enrolled Menominee Tribal Members Only.

Closing Date: July 17, 2026

Minimum Pay Rate: \$30.00

Status: Regular Full-Time Exempt

General Overview of Job

Under the direct supervision of the Wolf River Development Company Director of Lending and Assistant Director of Lending, the Lending Vendor Relations Manager is responsible for supporting the management and oversight of third-party vendors and lending partners. This position serves as a liaison between vendors and internal stakeholders, ensuring effective communication, contract administration, performance monitoring, compliance, and reporting. The role contributes to operational efficiency by maintaining vendor records, analyzing performance data, supporting procurement activities, and assisting with continuous improvement initiatives that align with organizational goals and regulatory requirements.

Essential Functions

- Develop and maintain positive working relationships with vendors, lending partners, and internal stakeholders.
- Serve as the primary point of contact for routine vendor communications, inquiries, and issue resolution.
- Coordinate vendor meetings, quarterly business reviews, and related follow-up activities.
- Facilitate communication and collaboration between vendors, lending staff, Technology, Procurement, Compliance, and other business units.
- Monitor vendor contract terms, expiration dates, and renewal requirements to ensure timely action and compliance with organizational policies.
- Maintain accurate vendor records, contracts, certifications, and supporting documentation.
- Assist with vendor onboarding, due diligence reviews, contract administration, and procurement-related activities.
- Track and monitor vendor performance, service level agreements (SLAs), quality metrics, and contractual obligations.
- Prepare and maintain vendor scorecards, performance reports, and corrective action follow-up documentation.
- Identify, document, and escalate vendor performance or compliance concerns to appropriate leadership.
- Collect, analyze, and maintain vendor-related data to support operational decision-making and continuous improvement efforts.
- Prepare recurring and ad hoc reports on vendor performance, contract status, compliance requirements, and operational metrics.
- Support the development and maintenance of reporting tools, dashboards, and tracking systems.
- Coordinate vendor reviews and assessments with lending, technology, compliance, and business teams.



Full-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Health, Rx, Vision & Dental
- Flex Spending Account (FSA)
- Basic Life Insurance
- Short Term Disability
- Long Term Disability
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Offices - Third Floor



Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.

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Essential Functions Continued...

- Support strategic initiatives involving third-party vendors, lending operations, and process improvements.
- Research industry trends, regulatory requirements, and best practices related to vendor management and lending partnerships.
- Assist with vendor diversity initiatives, surveys, audits, and regulatory reporting requirements.
- Provide administrative and operational support for Vendor Relations activities, meetings, presentations, and special projects.
- Participate in continuous improvement efforts to strengthen vendor management processes and operational efficiencies.
- Perform other related duties and responsibilities as assigned

Minimum Qualifications

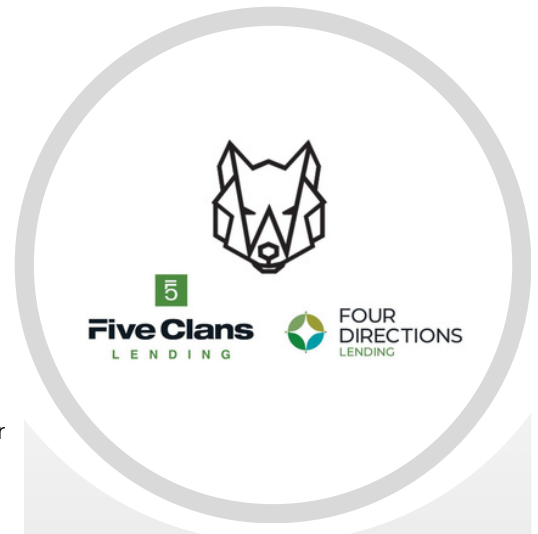
Bachelor's degree in Business Administration, Public Administration Finance, Supply Chain Management, Communications, or a related field required, along with one (1) to two (2) years of relevant experience. An Associate degree with five (5) years of relevant experience may be considered in lieu of a bachelor's degree. Professional certifications and experience in vendor management, procurement, contract administration, lending operations, or financial services are preferred.

Special Requirements

- Strong knowledge of lending operations, loan underwriting, credit analysis, and financial management practices.
- Strong organizational, project management, and time-management skills.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to establish and maintain collaborative relationships with internal and external stakeholders.
- Strong analytical, problem-solving, and decision-making abilities.
- Proficiency Microsoft Office Suite, including Excel, Word, PowerPoint, Outlook, and web-based meeting platforms such as Microsoft Teams and Zoom.
- Experience with vendor management, contract management, procurement, or lending systems preferred.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong attention to detail and commitment to accuracy, compliance, and quality service.
- Ability to handle confidential and sensitive information with professionalism and discretion.

Behavior Expectations

Must be able to maintain a positive, professional relationship with coworkers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.



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