



JOB TITLE: VENDOR RELATIONS ACCOUNT EXECUTIVE

REPORTS TO: VENDOR RELATIONS MANAGER

CLASSIFICATION: NON -EXEMPT

WAGE GRADE 9: \$18.77/HOUR

OPENING DATE: 11/17/2020

CLOSING DATE: 12/04/2020

Summary/Objective: The Vendor Relations Account Manager will work closely with LDF Holdings Vendors to identify and meet the needs of LDF Holdings and its' Tribal Lending Entities (TLE's) in order to support the success, growth and development of the organization.

Requirements of the Job Include: Specific duties include, but are not limited to the following:

- Provide assistance and support to the Vendor Relations Manager in the monitoring of vendor performance standards.
- Assist potential vendors in the TSFRA licensing process.
- Conduct due diligence/backgrounding on all potential vendors and prepare analysis related to vendor recommendations.
- Create, manage and maintain vendor contracts, licenses, vendor personnel contact lists, key correspondence, etc. within a database designed to stay current with contract renewal dates, changes to service level criteria and legal issues.
- Develop and implement quality improvements and process changes to achieve efficiency and positive workflow between internal business and external partners.
- Collaborate with Service Providers to determine TLE's needs and actively research and seek vendors to suit their needs.
- Assist Vendor Relations Manager in maintaining an effective working relationship with vendors and Service Provider Partners.
- Support the internal audit process as needed.
- Actively participate and contribute to the development of the Vendor Relations Department by vetting potential Service Providers and Investors.
- Monitor current vendors to assess the continued success of the relationship and make recommendations based on those assessments.
- Represent LDF Holdings, LLC Vendor Relations Department as requested in work groups, meetings, conventions and trade-shows.
- Work closely with our legal team in securing agreements that are both compliant and protect the integrity of our Tribal Sovereignty.
- Facilitate instruction as needed to staff, Service Providers, etc. on the Vendor contract management system and C360.
- Other duties as assigned.

Required Skills:

- Strong organizational skills are crucial.
- Excellent written, oral and computer communication skills are essential to the success of this position.
- Strong skills in using Microsoft applications including but not limited to: Word, Excel & Publisher
- Creativity and ability to work both with a team and as an individual.
- Clear knowledge of Tribal Sovereignty and what it means to LDF Holdings.

LDF Holdings, LLC

P.O Box 231

Lac du Flambeau, WI 54538

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- Ability to review contracts, documents, agreements, SOW's, IO's, etc. for accuracy in reference to technical, legal and financial information.
- Knowledge of basic accounting and basic math calculations.
- The ability to act as a liaison between various personnel, service providers, vendors, etc. on behalf of the company and in support of the Vendor Relations Department.
- Ability to interact positively and effectively with all staff.
- Experience with C360 or similar software.

Supervisory Responsibility: This position has no direct supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, printers, phones, scanners, etc.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, at times it may require the ability to lift, bend or stand as necessary.

Position Type/Expected Hours of Work: This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00 a – 4:30 p. Occasional evening and weekend work may be required as job duties demand.

Travel: Occasional travel is expected for this position.

Required Education and Experience:

- High School Diploma or equivalent.
- 3-5 years of experience in business operations.

Preferred Education and Experience:

- Associate Degree in Business/Communications or other related field of study.

Corporation Standards: The foundation of success is found in meeting the following LDF Holdings, LLC expectations:

- Attitude of safety first.
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork.
- Ambition to succeed
- Adheres to company policies and procedures.
- Represents the company in a positive and professional manner.
- Flexibility to work for extended hours in order to meet deadlines.
- Handles oneself with professionalism during stressful situations.
- Maintains positive attitude and morale.
- Interacts effectively with all members of the company and all outside associates.
- Completes responsibilities diligently.
- Thinks big picture and takes into account long-term implications of ones' actions.
- Works independently, exercises discretion, applies common sense and makes competent decisions.

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- Complies with designated work schedule.
- Uses company resources wisely.
- Maintains neat, clean and organized workspace.
- Constantly analyzes for ways to improve individual and/or company performance.

LDF Holdings, LLC. is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

EEO Statement: LDF Holdings, LLC. provides equal opportunity employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state, and local laws. To the greatest extent feasible, preference will be given to a qualified American Indian for employment opportunities.

How to Apply: To apply for this position please submit an application for employment, resume and salary requirements to:

LDF Business Development Corp.
Attn: Human Resources
P.O. Box 155
Lac du Flambeau, WI 54538
866-423-6104 (fax)
HR@LDFBDC.com