

Job Specification

Job Title: Vice President, Procurement and Administration
Division: Rothschild & Co.
Location: New York, NY

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 2,800 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Overview of Role

This ideal individual should have the breadth of experience that would allow them to manage and operate in several distinct areas, all requiring strong administrative and management skills, as they will be responsible for several key administrative and operational functions. Reporting to the Chief Administrative Officer for North America, this role will have extensive interaction with senior executives across the business and work closely with HR, Finance, Legal and Compliance, Property and Corporate Services (PCS) and IT.

Responsibilities

Procurement and Vendor Management

- Develop, lead and execute purchasing strategies
- Partner with stakeholders including Finance, PCS, IT, business contacts to ensure clear documentation in regard to the purchasing process
- Manage the overall administration and tracking of all contracts for North America while working closely with contracts assistant and Legal department to insure that all contracts are tracked and reviewed on a regular basis
- Work closely with the CAO and related business partners to negotiate contracts
- Responsible for the maintenance of the local contract data base as well as related global data bases
- Develop an RFP methodology and bidding process to ensure Rothschild is receiving the best pricing and service
- Establish an onboarding process for vendors that is focused on best practices and guidelines set forth by our Global Information Security Group
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Manage relationships with key vendors and suppliers working closely with the operations group responsible for the vendor



- Monitor and forecast upcoming levels of demand in regard to key and established products and services.

Travel Management

- Ensure that the existing Travel contract is implemented accurately, ensuring proper fee charges
- Determine areas of operational improvements and work with the Travel agency to implement as required
- Ensure that the administrative assistant team is trained correctly and aware of all processes and procedures in regard to travel programs and policies
- Participate with the global travel group in regard to various travel programs and costs
- Implement all global travel programs as required.
- Become knowledgeable of all travel related contracts and ensure the contracts are constantly reviewed
- Negotiate special hotel contracts for Rothschild
- Maintain the North American travel web page on RConnect (intranet)

Banquet Services

- Implement a banquet services program with key vendors
- Negotiate favorable rates and services based on volume agreements
- Ensure services are varied and meeting the needs of the business
- Initiate policies and procedures to ensure performance and reduce costs
- Manage and review all expenditures and provide appropriate reporting
- Work closely with PCS and Administrative Assistant management to implement changes in policies and procedures

Marketing Liaison

- Work closely with the global marketing team on programs that require our support and as required coordinate and implement programs across North America
- Maintain the RConnect North Am website and coordinate local and global input and requirements

Other

- As required work on projects for the CAO

Education and Qualifications

- Bachelor's degree

Experience, Skills and Competencies Required

- Prior experience of managing a busy administrative team ideally gained within Investment Banking/Professional Services
- Strong focus on excellent client service and ability to work calmly under pressure
- Proactive attitude with the ability to act with good judgement and common sense on a day-to-day basis regarding assigned and ad hoc duties
- Excellent interpersonal skills with strong communication, relationship and supervisor expertise



Rothschild North America is an equal opportunity and affirmative action employer (M/F/Disability/Vet)