

## Purchasing Specialist (Night Shift)

### Ihre Aufgaben

Provides support for Local Plant Purchasing, Commodity Managers, and key functional stakeholders as they execute sourcing projects to generate required savings, including:

- Analyzing data in support of sourcing events and initiatives, developing and maintaining RFX documentation

- Developing technical efficiency with spend analysis and visibility tools, to create spend analyses, determine baseline spend and calculate realized savings from sourcing events

- Conducting market and supplier research in support of sourcing strategies and diversity procurement targets etc. (e.g. Global/Local sources, BBEE levels)

  - Conduct Supplier performance evaluation

  - Contract management and Framework order renewal

- Act as CEOS Key User, provide business support and resolution to Tier 1 inquiries

- Design and coordination of approval workflows (SAP Release Strategy / CEOS approval workflow) according to P20.1 Authorizations; ensure that approvers list are updated at all times

- As a SAP Key User, he/she is the first level to resolve the issues encountered by the Buyers, AP and Stakeholders; create ticket if needed; monitor issues and coordinate with IT on pending tickets

- Plan delivery of raw materials according to market conditions: commercial terms, vendor LT and delivery transit time.

- MRP exception message handling: make a decision to bring in, move out or cancel an order based on demand to support new/changes in Production plan or end customer sales orders

- Coordinate and seek approval if expedited delivery from vendor is needed

- Communicate risks on availability of materials with Production (RM) or Sales teams (FG)

- Supervise and provide guidance to associates in daily operations for the market supported. Execute to P2P Management operating systems - daily huddles, productivity and issue logs; communicate planned leaves and backup support to stakeholders

- Review current workload, provide inputs in Actual and Forecast for FTE Billing Allocation

  - Other tasks assigned by PPMs

  - Communicating business circulars regarding organizational or process changes, etc.

  - Analyze PO vs Invoice and GR discrepancies

  - Coordinate with PPM, vendors and AP/Finance to resolve issues

  - Conduct RCAs and propose corrective and preventive actions



Job ID  
**REF54516W**

Standort  
**Makati City**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**Continental Global Business Services Manila, Inc.**

Able to provide/facilitate training and track training progress of new Purchasing associates/analysts

## **Ihr Profil**

Bachelor's degree - preferably in Engineering, Business or Finance

Preferably with knowledgeable / certified in the following areas:

Six Sigma and Lean methodologies

Sourcing and Negotiations

Supply Chain and Inventory Mgt

Project Management

'SAP and SRM tools - End-user, Implementations and UAT

Plant Production line transfer,

BOM & Master data harmonization,

Work migrations, etc

'Stakeholder engagement, supervising associates, conducts training/s on subject of expertise

'Able to work in local and international setting.

## **Unser Angebot**

- Hybrid work arrangement
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

## **Über uns**

### **GBS Manila Organizational Description:**

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.

