

Purchasing Assistant

Vaše náplň práce

THE POSITION

The Administrative Assistant is responsible to support the North America Non-Production Material (NPM) Purchasing organization. This includes administrative activities as assigned, analytical support, as well as proposing solutions to observed problems. They will cultivate and maintain relationships with intra-organizational and external contacts. Additionally, this person will provide administrative support for the Head of NPM North America and assist with departmental coordination activities as necessary.

THE RESPONSIBILITIES

- Global scorecard support in tracking of NPM KPI information, data and interpretation including analyzing correlations, risks and highlighting areas needing attention and improvement.
- Additional Purchasing tasks including, but not limited to, managing Purchasing requests, negotiations, ad-hoc reporting/analysis, audits.
- Coordinate and assist in preparing presentations for internal management meetings and workshops.
- Key contact to management of personnel.
- Demonstrate exemplary customer service.
- Administration of calendar, travel coordination, submitting and reviewing expense reports for Head of NPM North America.
- Provide support on various activities, such as incoming calls for Head of NPM North America, tracking of trainings, obtaining contract signatures, maintaining group intranet site.

Váš profil

- High School Diploma.
- 3+ years of office/administrative support.
- Knowledge of MS Office tools.
- Strong verbal and written skills.
- Affinity for cooperation with people and intercultural competencies.
- Strong communication skills.
- Ability to work under pressure, driving execution.
- Ability to identify areas of improvement and take initiative to propose solutions.
- Creativity, reliability, integrity, teamwork to operate with global perspective.

Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.

Continental is not able to pay relocation expenses for this opportunity.



ID pracovní pozice
REF57305U

Pracovní oblast
Purchasing

Lokalita
Auburn Hills

Úroveň vedení lidí
Leading Self

Flexibilita práce
Onsite Job

Právnícká osoba
**Continental Automotive
Systems, Inc.**

Co nabízíme

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

#LI-MM1

EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

O nás

THE COMPANY

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.