

# Global Purchasing Process and Governance Specialist BA OESL

## Your tasks

### Main tasks:

- Maintain and update governance-related documentation (e.g., policy manuals, process flows);
- Ensure alignment with industry standards, regulatory requirements and internal policies of other functions;
- Monitor global adherence to purchasing policies and process compliance;
- Oversee risk assessments and mitigation strategies within procurement operations;
- Review exception handling and recommend preventive measures to reduce future non-compliance;
- Coordinate the full lifecycle of external audits—from audit notification to follow-up completion—and support purchasing colleagues throughout the process;
- Collect, maintain, and analyze audit data; prepare reports for leadership and ensure transparent communication with the purchasing community and relevant stakeholders;
- Act as the central point of contact for process-related topics in Purchasing;
- Coordinate internal communication on policy updates and compliance topics;
- Drive awareness of governance topics through newsletters, bulletins, and workshops;
- Ensure alignment of governance expectations with all business units and regions;
- Develop and deliver training programs for purchasing governance topics;
- Create e-learning modules and reference material on policies, standards, and procedures;
- Organize regular governance refreshers and knowledge sharing;
- Lead projects to improve and scale purchasing governance globally;
- Contribute to cross-functional initiatives;
- Coordinate with regional teams to localize governance frameworks while maintaining global consistency;
- Participate in system/process rollouts to ensure governance controls are implemented from the start.



Job ID

**REF70934B**

Field of work

**Purchasing**

Location

**Timișoara**

Leadership level

**Leading Self**

Job flexibility

**Hybrid Job**

Legal Entity

**S.C. ContiTech Romania S.R.L.**

## Your profile

### We are looking for:

- University degree (e.g., Degree in Economics, Technics) or relevant experience;
- 4+ years of relevant experience (IT technical support, Business Customer Support, Logistics, Purchasing and purchasing processes, Project management);
- Good understanding of cultural aspects and sensitivity in

communication.

## Our offer

What we offer:

- **The 13-th salary** - Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** - Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;
- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** - Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits** - It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens etc;
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** - If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** - You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterwards from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

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

## About us

**OESL – Original Equipment Solutions, For Future Mobility.**

Are you ready to move ForwardTogether with a global, dedicated, and experienced team?

Join us and take the opportunity to contribute to our future in the fundamentally changing automotive industry with your new role as **Specialist Purchasing standards, processes and systems BA OESL** in the

stand-alone Business Area Original Equipment Solutions. Your new place to work is flexible and will be defined later (hybrid).

**About Original Equipment Solutions:**

With more than 17.000 employees and around 2bn€ sales, present in 15 countries with 35 locations and tech centers – OESL is a global player in the automotive sector with extended material competence in rubber, plastic, and metal, serving all major OEM's and commercial vehicle customers' needs with millions of parts in high quality.