

# Purchasing Manager

## Your tasks

### 1. General Management and Strategy:

- manage and coordinate all local purchasing activities for the plant
- translate plant's purchasing strategy into action plans and ensure implementation
- contribute to strategic and operative planning of the plant (e.g. with respect to investments, capacity and headcount planning)
- ensure the achievement of purchasing targets according to internal and external customer expectations
- initiate and implement continuous improvement activities by applying CBS methods and training measures
- interface and local support to BU or corporate purchasing processes and teams (e.g. reporting of savings, payment terms, material price development, reporting of raw material forecast, etc.)
- participate in and/or steer local purchasing related and cross-functional projects
- conduct employee dialogues, personnel development and coaching

### 2. Financial Management:

- prepare, review and manage the budget and forecast of purchasing cost center
- ensure timely submission of financial data to controlling
- implement and conduct activities according to the budget established
- ensure that the financial goals are met

### 3. Purchasing:

- responsible for entire purchasing process of production and non-production material (PM/NPM; depending on ZEBRA status, target structure - may apply depending on BU conditions) i.e. local production materials (not used by any other CT or Continental plant), merchandize goods, NPM up to 100.000€ and investments up to 100.000€ according to standards
- determinate relevant purchasing statutory and regulatory requirements in the country of receipt, the country of shipment and the customer-identified country of destination and ensure fulfillment
- select suppliers and document sourcing decision to ensure compliant processes
- negotiate and contract with suppliers (e.g. prices, incoterms and payment terms, Quality Assurance Agreements) as well as issuing purchase order
- perform supplier development, release and support in supplier auditing (including controlling and evaluation of supplier measures)
- dispose amount and delivery date of purchased material and investments

### 4. Training and Coaching:



Job ID  
**REF73777K**

Field of work  
**Purchasing**

Location  
**Qingdao**

Leadership level  
**Leading People**

Job flexibility  
**Onsite Job**

Legal Entity  
**ContiTech Qingdao Rubber & Plastics Technology Co., Ltd.**

ensure the availability of qualified employees for the purchasing function in cooperation with plant HR

initiate and control the continuous qualification of purchasing employees in cooperation with plant HR

#### 5. Monitoring and Reporting:

ensure purchasing performance (KPI) monitoring and reporting (e.g. delivery performance, complain rate, soft facts, etc.) in cooperation with plant controlling

ensure supplier performance monitoring (e.g. delivery reliability to production line of external service providers)

initiate and control measures to improve purchasing performance

#### 6. Reporting and coordinate:

Purchasing data Qingdao status reporting

Budget and FC data setup and update

Coordinate all Group Purchasing activity within Qingdao plant

Coordinate with OESL PM Purchasing and OESL NPM Purchasing

### **Your profile**

1. Bachelor degree or above
2. 5+ years Purchasing experience
3. 3+ years management experience
4. Purchasing process, ERP Process, supplier management
5. Good organizational and communicational skills
6. Ability to lead a team, to communicate, assertiveness, skill in negotiations
7. Comfortable at presenting at both management and shop floor level
8. Good knowledge of English (spoken and written)
9. Automotive industry experience preferred

### **Our offer**

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