

Purchasing Source to Contract Platform Specialist

あなたの仕事内容

The Source to Contract Platform Operations Specialist is responsible for managing and optimizing the source to contract platform. This role ensures that the platform operates efficiently and meets the needs of the global purchasing organization. The specialist collaborates closely with purchasers, suppliers, and internal stakeholders to enhance platform functionality and support sourcing and contracting activities.

We are looking for an enthusiastic colleague to join our Purchasing Processes, Systems and Governance team. If you are passionate about interfaces between business processes and purchasing technologies, you might be just the right fit. Your responsibilities will include:

- **Platform Management:** Oversee the day-to-day operations of the source to contract platform, ensuring its reliability and performance.
- **System Optimization:** Identify and implement enhancements to the platform to improve user experience and efficiency.
- **Technical Support:** Provide technical support to purchasers and other users of the platform, resolving issues and answering queries.
- **Compliance Assurance:** Ensure the platform complies with company policies, industry regulations, and legal requirements.
- **Data Management:** Maintain accurate and up-to-date data within the platform, including supplier information and contract details.
- **Training and Support:** Conduct training sessions for purchasers and other users on how to effectively use the platform.
- **Reporting and Analysis:** Generate and analyze reports on platform usage and performance to identify areas for improvement.

あなたのプロフィール

- **Education:** Bachelor's degree in business, Information Technology, or a related field.
- **Experience:** Minimum of 3-5 years of experience in platform management, IT support, or a related role.
- **Technical Skills:** Proficiency in source to contract platforms and related tools. Strong Excel skills are a plus.
- **Communication Skills:** Excellent verbal and written communication skills. Ability to work effectively with suppliers and internal stakeholders.
- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Problem-Solving:** Ability to identify and resolve technical issues related to the platform.
- **Preferred Qualifications:**
 - Preferred Qualifications:
 - Experience with specific SRM systems (e.g., SAP SRM, Oracle Procurement).



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