

Purchasing Analyst / Specialist

Your tasks

Support vendor accreditation process, ensure completeness of Due diligence and SCOUT risk assessment

SAP PR-PO conversion and issuance of PO to vendor

Order Acknowledgement

Open PO monitoring and Delivery follow ups

Calls / email inquiries to coordinate with requestors, department managers and vendors

Approves/Rejects Shopping Cart requests based on Corp. Purchasing policy

Requests for Quotes (RFQ) on purchases 1-5T EUR

Comparison of quotes and track savings in in IST Tool

Validate accuracy of shopping carts vs submitted quotations

Filing of Contracts in Prodogy

New material creation (MTO FG) - validate product group and heirarchy, submit material creation form to Cost Accountant for product/material selling price; coordinate with Material Master for SAP material code creation

Arrange for shipment, fill-in forms to pickup for delivery, liaise with Logistics dept, customs broker etc

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

Entry Order and Demand Forecast figures in SAP BWP (PULSE)

Supports blocked invoice resolution to facilitate invoice and payment processing

Meetings/inquiries from AP and Finance

Other tasks and priorities as may be assigned by PPMs

Your profile

Bachelor's Degree - preferably in Engineering, Business or Finance
Knowledgeable in Six Sigma and Lean methodologies is an advantage

At least 2-3 years experience in Sourcing, Procurement, Supply Chain, Logistics and/or P2P function

Work with Project teams on process improvements, development of KPI and other quality measures

Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)



Job ID
REF78629C

Location
BGC, Taguig

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

Able to work in local and international setting.

Our offer

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