

Purchasing Analyst / Specialist

工作职责

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

职位要求

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)

Able to work in local and international setting.



职位号码

REF78629C

所在地

BGC, Taguig

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

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