

Purchasing SRM Catalogue Specialist

Your tasks

- **Catalogue Management:** Maintain and update supplier catalogues in the SRM system, ensuring accuracy and completeness of product and service information.
- **Supplier Coordination:** Collaborate with suppliers to obtain and verify catalogue data, including pricing, product descriptions, and availability.
- **Data Quality Assurance:** Conduct regular checks of catalogue data to ensure consistency and compliance with company standards.
- **System Optimization:** Work with IT and procurement teams to enhance the functionality and usability of the SRM system.
- **Training and Support:** Provide training and support to internal users on how to effectively use the SRM catalogue.
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- **Compliance:** Ensure all catalogue content complies with company policies and industry regulations.

Your profile

- **Education:** Bachelor's degree in Business, Supply Chain Management, or a related field.
- **Experience:** Minimum of 3-5 years of experience in purchasing, supply chain management, or a related role.
- **Technical Skills:** Proficiency in SRM systems and catalogue management tools. Strong Excel skills are a plus.
- **Communication Skills:** Excellent English 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 issues related to catalogue data and system functionality.
- **Preferred Qualifications:**
- Experience with specific SRM systems (e.g., SAP SRM, Oracle Procurement).
- Knowledge of industry-specific procurement practices and standards

Our offer

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;



Job ID
REF79592V

Field of work
Purchasing

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
ContiTech Thermopol Romania S.R.L.

- **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 up 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, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Transport from the Timisoara area** - You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or 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.

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About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of "smart and sustainable solutions beyond rubber," the group sector draws on its

long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.