

Back Office Purchasing Support

Ihre Aufgaben

To support Global Lead Buyers (>30 worldwide) on administrative tasks and contacting with defined plants (>50 worldwide). Maintenance of systems and documentation of relevant purchasing files for the global team. Regular internal contacts with Lead Buyers, Plants, BU Purchasing, Quality, ISCM, Supplier Development, Finance, Customs & Duty Team; and externally with suppliers, following all guidelines, requirements and processes to work audit safe.

More detailed responsibilities are:

Systems updates:

- Make sure plants have all the correct conditions to issue orders to suppliers and have all the required information as well;
- Ensure supplier files & documents are up to date;
- Maintenance of systems across the purchasing organization.

Supporting role:

- Together with the Lead Buyers develop standards, develop and define reports and together with the plants an order forecast of materials;
- Run sensitivity checks on Budgets;
- Support to run RFI's & Surveys to suppliers;
- First level support on supply chain related issues.

Projects:

- Support projects related to Purchasing Processes & Systems.

Communication:

- Communicate in a clear and compliant external and internally to all stakeholders to get business needs (FC; risks, innovation needs etc);
- Communicate effectively to Management to keep them updated, raise awareness and pre-warning for issues.

Ihr Profil

- Higher Education in Business Administration, Engineering or Natural / Social Sciences;
- Preferred candidates with **1-2 years background** on back office or call center activities;
- Intercultural experience is preferable;
- Customer focus: Social competence to develop a network with the Lead buyers, plants & suppliers;
- Strong communication skills;
- Planning & Organization: Highly organized to manage several tasks in parallel;
- Data analytics: Highly analytical mindset in order to manage high



Job ID
REF80131Z

Arbeitsbereich
Einkauf

Standort
Lousado

Leadership Level
Leading Self

Job Flexibilität
Hybrid Job

Ansprechpartner
Jose Campos

Rechtliche Einheit
Continental - Indústria Textil do Ave, S.A.

amount of data;

- Fluent in English (European level B2) and good level of knowledge in IT tools.

Unser Angebot

WHAT WE OFFER

- Multi-cultural and international environment of a global player;
- Interact in international business environment/ building up networks across countries;
- Attractive working conditions and benefits;
- Development of a career at Continental;
- This position is to be filled with local contract.

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

Über uns

As one of the leading automotive suppliers worldwide, we develop solutions to fulfill people's dreams of mobility on a daily basis. Driver safety, sustainability and industrialization of future technology are just some of our key fields where we already make a meaningful difference in the everyday life of people. Knowing our technology helps to make the world a better and safer place is what drives us