

Purchasing Governance and Risk Management Specialist

Your tasks

The Purchasing Governance, Risk Management, and Compliance Specialist will coordinate and support the department's different GRC activities. This role involves ensuring adherence to internal controls, compliance management systems, and risk management processes. The specialist will coordinate various tasks related to rule management, compliance checks, risk assessments, and data governance. The GRC Manager will work closely with internal stakeholders to develop and implement risk management strategies, compliance programs, and governance frameworks to support the global purchasing organization. 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:

- Rule Management and Rule Governance: Assist in developing, implementing, and maintaining purchasing rules and governance frameworks. Monitor compliance with established rules and regulations.
- Internal Controls and Compliance Management: Support the preparation of reporting statements regarding internal controls and compliance management systems. Assist in the roll-out of Internal Control Systems (ICS) and Governance, Risk, and Compliance (GRC) checks and reporting.
- Continuous Improvement: Identify and implement improvements based on the previous year's compliance statements. Conduct self-assessments to ensure ongoing compliance and identify areas for enhancement.
- Risk Management: Participate in the Financial Reporting GRC cycle. Assist in identifying and mitigating systematic risks within the purchasing process. Support the framework for third-party due diligence and operationalize the process (WAY).
- Policy and Process Management: Facilitate the transfer of the House of Rules to the Integrated Management System (IMS).
- Authorization and Data Governance: Manage signature authorizations and ensure proper documentation. Oversee data governance to maintain system integrity and compliance with relevant laws, regulations, and policies.
- Technical and Process Compliance: Ensure technical compliance with industry standards and internal policies. Monitor process compliance and address any deviations promptly.

Your profile

- Bachelor's degree in business administration, Finance, Law, or a related field.
- Experience in governance, risk management, compliance, or a related area.



Job ID
REF81040Z

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
ContiTech Thermopol Romania S.R.L.

- Strong analytical and problem-solving skills.
- Excellent communication and organizational abilities.
- Proficiency in relevant software and tools.

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;
- **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.

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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.