

# Operation Center Buyer Cluster Infrastructure (FM, T&M, Eng Svcs)

## Tvoji zadaci

ContiTech NPM Purchasing AMERICAS Operation Center Buyer Cluster Infrastructure

## Missions and Purpose of this position

ONE ContiTech - The first choice for material driven solutions.

Are you interested in shaping the future of ContiTech together with a great team?

Please join us and contribute to our goals with your new role as AMERICAS Category Operation Center Buyer Cluster Infrastructure within Purchasing@ContiTech.

The AMERICAS Operation Center Buyer Cluster Infrastructure is responsible for all operational purchasing activities in the Americas, related to Facility Management, Molds & Tools, Eng Services.

The regional category approach creates a mutual added Value for all internal Customers in terms of commercial, logistical and processual Enhancements by providing Expertise and Best Practices around the needs of the internal Customers as well as strengthening the relationship to strategic Business Partners (internally and externally).

## Your tasks

- Supporting all purchasing activities and Category Buyers at all CT IAM plants, related to:
  - **Infrastructure Cluster** (Facility Management, Molds & Tools, Eng Services) - together with the Global Category Head and Regional Cluster Manager
- Support and drive negotiations considering best commercial and operational aspects and ensure compliance with valid rules within given thresholds
- Support identification of potential synergies where and whenever possible
- Ensure full coverage of all business requirements in the received offers
- Support contractual coverage
- Support operational improvements by negotiating commercial benefits



ID posla  
**REF81753M**

Lokacija  
**Ponta Grossa**

Liderski nivo  
**Leading Self**

Fleksibilnost  
**Hybrid Job**

Pravno lice  
**Contitech do Brasil Produtos Automotivos e Industriais Ltda.**

- Keep alignment between purchasing category buyers and leads and internal customer strategy
- Complete handling of the ordering process via CTOS and SAP, including any complaints handling as well as internal and external communication within the given threshold
- Preparing and conducting tenders, offer comparisons, and contract negotiations for complex procurement projects in the defined areas, in cooperation with Global Category Head and Regional Cluster Manager
- Create and compile Sourcing Decisions Sheets if required, ensure BPBoC and NDA signatures, collect financial and commercial records, identify and develop vendors
- Ensure, that agreements are created, approved and signed and communicate to the plants inside the region
- Support and management of special projects
- Act as an interface between suppliers and other relevant departments on purchasing processes and new projects and activities
- Monitor and advise on any issues which present risk or opportunity to the organization
- Provide analysis on costs, new and existing and review cost reduction activities
- Monitor market trends, competitor strategies and market suppliers
- Support on contracts negotiation, price improvement and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Ensure compliance to company guidelines, purchasing policies and procedures during supplier negotiations and contracts award process
- Evaluation of suppliers and contribute to performance reviews to ensure contract compliance
- Search for and point out automation opportunities and drive execution

## **Tvoj profil**

- **Your profile**
- University Degree (Diploma/Bachelor/Masters) and extensive experience, related certifications.
- Professional experience in procurement, preferably in technical purchasing (NPM area) with verifiable success
- Good analytic and conceptual competence
- Good communicator capable of communicating effectively within a multi-cultural and across functions as well as all levels
- Confident handling of SAP R/3 + S/4 and MS Office
- Independent and responsible way of working as well as a quick comprehension
- Basic negotiating skills, assertiveness, goal- and result-oriented work
- Fluent Spanish & English – Portuguese and French are desirable.
- Able to manage time effectively, prioritizing tasks and achieve set targets

## **Naša ponuda**

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

## **O nama**

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.