

# Purchasing Specialist/Analyst

## Responsabilități

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

New material creation (MTO FG) - validate product group and hierarchy, 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

Responsible for creating and reporting weekly, monthly and ad hoc SLA, KPI, output performance metric and custom reports and analysis

Other tasks and priorities as may be assigned by PPMs

## Cerințe

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)

'Experience in working with international teams  
Understanding of different cultures

'Amenable to work in night shift



Job ID  
**REF81823U**

Domeniul de activitate  
**Makati**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Hybrid Job**

Persoană juridică  
**Continental Global Business Services Manila, Inc.**

## **Oferta noastră**

- Hybrid work arrangement
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

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

## **Despre noi**

### **GBS Manila Organizational Description:**

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.