Operational Purchaser

工作职责

- Proceeding Purchase Requisition into Purchase Orders for lower volumes according to business rules and existing frameworks on behalf of all plants covered by China NPM Hub
- Proceeding Purchase Requisitions into Purchase Order by conducting inquiries and negotiating where possible
- Verifying and determining correct CPMG codes while generating Purchase Orders
- Maintaining vendor master data which falls into assigned area of responsibility
- Implementing measures and supporting the team in maintaining high performance with Key Performance Indicators and in reaching team's common targets like improvement project
- Supporting end users to check with the delivery status of requested Purchase Order
- Supporting suppliers to check with the payment status of requested Purchase Order
- Supporting regular meeting, report & Dashboard

职位要求

- Purchasing expertise including commercial knowledge and negotiation skill-basic
- Process Knowledge-basic
- IT tools and methods (e.g. excel. PPT and PBI (preferred)-advanced
- Technical (Product or related industry) knowledge-basic
- Clear Communication and logical thinking-basic
- English speaking. reading and writing-advanced

我们可以提供

- University degree (e.g. Economics, Technical) or relevant professional experience
- 3+ years of working or involved in a procurement function
- Relevant experience preferred

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

关于我们

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 2023, Continental generated sales of 41.4 billion euro and currently employs more than 200,000 people in 56 countries and markets.

职位号码
REF81927G

工作职能
采购

所在地
Chang Chun Shi

领导力级别
个人贡献者

工作场所灵活度
现场办公

招聘专员
Liping Fang

法律实体名称
Continental Automotive Changchun Co., Ltd.