

Purchasing Business Partner Management Specialist - REF75258P

あなたの仕事内容

The Business Partner Management Specialist is responsible for overseeing business partner master governance and enablement. This role ensures that all business partner data is accurate, consistent, and compliant with company policies and industry regulations. The specialist collaborates closely with purchasers, suppliers, and internal stakeholders to manage business partner information and support the enablement of new business partners.

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:

- **Supplier Coordination:** Collaborate with suppliers to obtain and verify necessary information for the sourcing and contracting process.
- **Compliance Assurance:** Ensure all interactions with business partners comply with company policies, industry regulations, and legal requirements.
- **Data Management:** Maintain accurate and up-to-date records of business partner information within the management system.
- **Process Improvement:** Identify and implement opportunities to streamline and improve business partner management processes.
- **Stakeholder Collaboration:** Work closely with internal stakeholders, including legal, finance, and operations teams, to ensure alignment and support for business partner initiatives.
- **Training and Support:** Provide training and support to purchasers on effective business partner management practices.
- **Reporting and Analysis:** Generate and analyze reports on business partner performance and compliance to drive continuous improvement.

あなたのプロフィール

- **Education:** Bachelor's degree in Business, Supply Chain Management, or a related field.
- **Experience:** Minimum of 3-5 years of experience in business partner management, supplier relationship management, or a related role.
- **Technical Skills:** Proficiency in business partner management systems and related tools. Strong Excel skills are a plus.
- **Communication Skills:** Excellent verbal and written communication skills. Ability to work effectively with suppliers and internal stakeholders.
- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Problem-Solving:** Ability to identify and resolve issues related to business partner management.
- **Experience with specific business partner management systems** (e.g.,



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- Knowledge of industry-specific purchasing practices and standards

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会社概要

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

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.