

Purchasing Source to Contract Platform Specialist

Jūsų užduotys

The Source to Contract Platform Operations Specialist is responsible for managing and optimizing the source to contract platform. This role ensures that the platform operates efficiently and meets the needs of the global purchasing organization. The specialist collaborates closely with purchasers, suppliers, and internal stakeholders to enhance platform functionality and support sourcing and contracting activities.

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:

- **Platform Management:** Oversee the day-to-day operations of the source to contract platform, ensuring its reliability and performance.
- **System Optimization:** Identify and implement enhancements to the platform to improve user experience and efficiency.
- **Technical Support:** Provide technical support to purchasers and other users of the platform, resolving issues and answering queries.
- **Compliance Assurance:** Ensure the platform complies with company policies, industry regulations, and legal requirements.
- **Data Management:** Maintain accurate and up-to-date data within the platform, including supplier information and contract details.
- **Training and Support:** Conduct training sessions for purchasers and other users on how to effectively use the platform.
- **Reporting and Analysis:** Generate and analyze reports on platform usage and performance to identify areas for improvement.

Reikalavimai

- **Education:** Bachelor's degree in business, Information Technology, or a related field.
- **Experience:** Minimum of 3-5 years of experience in platform management, IT support, or a related role.
- **Technical Skills:** Proficiency in source to contract platforms 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. Advanced level of English is a must.
- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Problem-Solving:** Ability to identify and resolve technical issues related to the platform.
- **Preferred Qualifications:**
 - Preferred Qualifications:
 - Experience with specific SRM systems (e.g., SAP MM, Oracle Procurement).



Darbo ID
REF83439P

Darbo sritis
Pirkimas

Vieta
San Luis Potosí - Contitech

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Kontaktinis asmuo
Sergio Gonzalez

Juridinis asmuo
ContiTech Mexicana, S. de R.L. de C.V.

- Knowledge of industry-specific purchasing practices and standards

Mes siúlome

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes. At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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Apie mus

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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.