

# Purchasing Business Partner Management Specialist

## Your tasks

The Business Partner Management Specialist is responsible for overseeing business partner master governance, due diligence 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.

## Your profile

- **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. English is a must
- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Problem-Solving:** Ability to identify and resolve issues related to business partner management.
- **Preferred Qualifications:**



Job ID  
**REF83441P**

Field of work  
**Purchasing**

Location  
**San Luis Potosí - Contitech**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Contact  
**Sergio Gonzalez**

Legal Entity  
**ContiTech Mexicana, S. de R.L. de C.V.**

- Experience with specific business partner management systems (e.g., SAP Ariba, SAP MM, Coupa).
- Knowledge of industry-specific purchasing practices and standards

## **Our offer**

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.

#LI-SFGO

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

## **About us**

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.