

# Purchasing Analyst/Specialist

## Vaše náplň práce

### Missions and Purpose of this position

ONE ContiTech – The first choice for material driven solutions.

Are you interested in shaping the future of ContiTech together with a great team?

Please join us and contribute to our goals with your new role as AMERICAS Operation Center Buyer Corp Services within Purchasing@ContiTech.

The AMERICAS Operation Center Buyer Corp Services is responsible for all operational purchasing activities in the Americas, related to Corp Services activities.

The regional category approach creates a mutual added Value for all internal Customers in terms of commercial, logistical and processual Enhancements by providing Expertise and Best Practices around the needs of the internal Customers as well as strengthening the relationship to strategic Business Partners (internally and externally).

### Your tasks

- Supporting all purchasing activities and Category Buyers at all CT IAM plants, related to:
  - Corporate Services (Consulting, Marketing, Legal, HR, Financial, Travel and Training services categories) - together with the Global Category Head and Regional Cluster Manager
- Drive negotiations considering best commercial and operational aspects and ensure compliance with valid rules within given thresholds
- Support identification of potential synergies where and whenever possible
- Ensure full coverage of all business requirements in the received offers
- Support contractual coverage
- Support operational improvements by negotiating commercial benefits
- Keep alignment between purchasing category buyers and leads and internal customer strategy
- Complete handling of the ordering process via CTOS and SAP, including any complaints handling as well as internal and external communication within the given threshold
- Preparing and conducting tenders, offer comparisons, and contract



ID pracovní pozice  
**REF83736G**

Lokalita  
**Makati**

Úroveň vedení lidí  
**Vedení sebe**

Flexibilita práce  
**Hybridní práce**

Právnícká osoba  
**Continental Global Business Services Manila, Inc.**

negotiations for complex procurement projects in the defined areas, in cooperation with Global Category Head and Regional Cluster Manager

- Create and compile Sourcing Decisions Sheets if required, ensure BPBoC and NDA signatures, collect financial and commercial records, identify and develop vendors
- Ensure, that agreements are created, approved and signed and communicate to the plants inside the region
- Support and management of special projects
- Act as an interface between suppliers and other relevant departments on purchasing processes and new projects and activities
- Monitor and advise on any issues which present risk or opportunity to the organization
- Provide analysis on costs, new and existing and review cost reduction activities
- Monitor market trends, competitor strategies and market suppliers
- Support on contracts negotiation, price improvement and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Ensure compliance to company guidelines, purchasing policies and procedures during supplier negotiations and contracts award process
- Evaluation of suppliers and contribute to performance reviews to ensure contract compliance

## **Váš profil**

- University Degree (Diploma/Bachelor) or correspondent degree
- At least 2 years of professional experience in procurement, preferably in technical purchasing (NPM area) with verifiable success
- Good analytic and conceptual competence
- Good communicator capable of communicating effectively within a multi-cultural and across functions as well as all levels
- Confident handling of SAP R/3 + S/4 and MS Office
- Independent and responsible way of working as well as a quick comprehension
- Basic negotiating skills, assertiveness, goal- and result-oriented work
- Fluent English – Spanish, Portuguese and/or French are desirable
- Able to manage time effectively, prioritizing tasks and achieve set targets
- Stakeholder engagement, supervising associates, conducts training/s on subject of expertise
- Able to work in local and international setting.
- Amenable to work in night shift

## **Co nabízíme**

- 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.

## **O nás**

### **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.