

# Operations Center Analyst

## Vos activités

### 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 Operation Center Analyst within Purchasing@ContiTech.

The Operation Center Analyst is responsible for all operational purchasing activities in the Americas, related to systems management and supporting activities to the NPM regional team.

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 NPM purchasing activities, Category and Tactical Buyers, Team and Cluster Leads, covering CT IAM plants.
- Support identification of potential synergies where and whenever possible
- Support handling of the ordering process via CTOS and SAP
- Preparing and conducting tenders, offer comparisons, and contract negotiations for complex procurement projects in the defined areas, in cooperation with Global Category Head and Regional Cluster Manager, if required
- Create and compile Sourcing Decisions Sheets if required, ensure BPCoC and NDA signatures, collect financial and commercial records, identify and develop vendors
- Ensure that agreements are created, approved, signed, loaded to CLM or any other given tool and communicate to the plants inside the region
- Support and management of special projects
- Run SAP systems daily ensuring orders are created and properly delivered to suppliers
- Identify, report and address SAP daily issues
- Submit, monitor and report down payment requests
- Issue special condition orders for some categories, if required
- Provide analysis on costs, new and existing and review cost reduction activities, if required



Référence  
**REF83739U**

Site  
**Makati**

Niveau de leadership  
**Leading Self**

Flexibilité du poste  
**Hybrid Job**

Unité légale  
**Continental Global Business Services Manila, Inc.**

## **Votre profil**

- Bachelor's degree - preferably in Engineering, Business or Finance
- Excellent 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
- Advanced skilled in Excel
- 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

## **Notre offre**

- 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.

## **A propos de nous**

### **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.