

# Comprador Junior / Pleno - Serviços NPM

## Ihre Aufgaben

ContiTech NPM Purchasing AMERICAS 9018 Operation Center Buyer  
Environmental & Employee Services

## 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 Environmental & Employee Services within Purchasing@ContiTech.

The AMERICAS Operation Center Buyer Operation Center Buyer Environmental & Employee Services is responsible for all operational purchasing activities in the Americas, related to these categories 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:

- Environmental & Employee Services - (Consulting, HR and Finance and Environmental Services) - together with the Global Category Head and Regional Cluster Manager
- Support 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



Job ID  
**REF83815K**

Standort  
**Itapevi**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**Continental do Brasil Produtos Automotivos Ltda.**

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 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

## Ihr Profil

- **Your profile**
- University Degree (Diploma/Bachelor/Masters) or correspondent degree
- Desirable professional experience in procurement, preferably in technical purchasing (NPM area)
- 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
- Advanced English
- Able to manage time effectively, prioritizing tasks and achieve set targets

## Unser Angebot

Pronto para dirigir com a Continental? Dê o primeiro passo e preencha o formulário online.

## Über uns

### THE COMPANY

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?