

# Purchasing Purchase to Pay (CEOS) Platform Specialist

## Your tasks

The Purchase to Pay / CEOS Specialist is responsible for managing and optimizing the purchase to pay process and CEOS Platform within the global purchasing department. This role ensures that all procurement activities are conducted efficiently and in compliance with company policies and industry regulations. The specialist will work closely with purchasers and internal stakeholders to enhance procurement processes and support efficient purchasing operations. A key responsibility of this role is to provide comprehensive support for the CEOS, ensuring its effective utilization and integration within the purchasing department.

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 Operations:** Serve as the primary point of contact for the global internal user community of CEOS, providing timely and effective support to resolve issues and answer queries.
- **Process Management:** Oversee the end-to-end purchase to pay process, ensuring accuracy and efficiency in procurement activities.
- **Data Quality Assurance:** Support regular audits of procurement data to ensure consistency and compliance with company standards.
- **System Optimization:** Work with IT and procurement teams to enhance the functionality and usability of the purchase to pay and SRM systems.
- **Projects:** Participate in cross-functional projects, contributing to their successful completion and ensuring alignment with organizational goals.
- **Training and Support:** Provide comprehensive training to internal users on how to effectively use the purchase to pay and SRM systems.
- **Compliance:** Ensure all procurement activities comply with company policies, industry regulations, and legal requirements.

## Your profile

- **Education:** Bachelor's degree in business, Supply Chain Management, or a related field.
- **Experience:** Minimum of 3-5 years of experience in purchasing, supply chain management, or a related role.
- **Technical Skills:** Proficiency in SRM systems and catalogue management tools. Strong Excel skills are a plus.
- **Communication Skills:** Excellent English verbal and written communication skills. Ability to work effectively with suppliers and internal stakeholders.



Job ID  
**REF85811Z**

Field of work  
**Purchasing**

Location  
**Yang Pu Qu**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**ContiTech Holding China Co., Ltd**

- **Attention to Detail:** Strong attention to detail and organizational skills.
- **Problem-Solving:** Ability to identify and resolve issues related to catalogue data and system functionality.
- **Experience with specific SRM systems** (e.g., SAP SRM).
- **Knowledge of industry-specific procurement practices and standards**

## **Our offer**

- The multi-cultural and international environment of a global player
- Chance to solve problems, shape innovations and contribute to a change
- Attractive working conditions and benefits
- Development of a career at Continental

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

Guided by the vision of being the customer's first choice for material-driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.