

## Purchasing SRM Catalogue Analyst

### 工作职责

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:

- **Catalogue Management:** Maintain and update supplier catalogues in the SRM system, ensuring accuracy and completeness of product and service information.
- **Supplier Coordination:** Collaborate with suppliers to obtain and verify catalogue data, including pricing, product descriptions, and availability.
- **Data Quality Assurance:** Conduct regular checks of catalogue data to ensure consistency and compliance with company standards.
- **Projects:** Participate in cross-functional projects, contributing to their successful completion and ensuring alignment with organizational goals.
- **System Optimization:** Work with IT and procurement teams to enhance the functionality and usability of the SRM system.
- **Training and Support:** Provide training and support to internal users on how to effectively use the SRM catalogue.
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- **Compliance:** Ensure all catalogue content complies with company policies and industry regulations.

### 职位要求

- **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.
- **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, Oracle Procurement).**
- **Knowledge of industry-specific procurement practices and standards**

### 我们可以提供

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## 关于我们

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.