

# Order Management Specialist

## Ihre Aufgaben

'Supports implementation of specific and temporary assigned project activities related to automation and reporting (excel, PBI, BW) that could can be sponsored by CT Finance and Controlling Management (key functional stakeholders of GBS centers)

- Contribute input to the development of project plans, deliverables, metrics/report outs and milestones for assigned and supported projects
- Develop technical proficient with various GBS related solutions
- Ability to work independently on assigned project activities and deliverables

Work with members of GBS Centers operations to translate needs into global initiatives"

Network and benchmarking standards, quality and innovations both internally (divisions, BUs, Centers) and externally.

Whenever a CBS project or event is in place:

- participate in project plans, share metrics/report outs and milestones
- contribute to its success with quality, efficiency and methodology
- increase awareness and CBS methodology in projects and daily operations"

Data analysis and Design Creation of Reports and Dashboard for KPI Reporting for GBS

Temporary support for efficient reporting required and sponsored by stakeholders (clear deadline if temporary)

Responsible to run and continuously improve global GBS KPI reporting  
Develop and leverage technical proficiency in tools and systems within GBS to develop alternative solutions where high cost initiatives are not approved (such as excel macros, BW in conjunction with IT, automation tools, etc).



Job ID  
**REF86868S**

Standort  
**Makati City**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**Continental Global Business Services Manila, Inc.**

## Ihr Profil

Bachelor's degree or equivalent

5-7 years of experience in Order Management or Supply Chain roles

Order Management or Supply Chain Management experience required

Small group project or process improvement initiative

At least 2 years experience in a BPO or shared services environment working with Asia, Australia, Europe, South Africa, Latin America or North America market.

## Unser Angebot

- Work effectively in teams, including multi-disciplinary teams
- Demonstrates even-tempered, tactful, considerate and pleasant behavior• Presents and maintains a professional demeanor
- Self-starter, able to determine work steps based on management direction• Takes initiative and asks clarifying questions as necessary

- Demonstrated ability to manage multiple priorities and follow through on projects to completion • Maintains composure in a fast-paced, rapidly changing environment
- Consistently exhibits sound professional judgment • Ability to identify and analyze issues, prioritize and quickly recommend and implement appropriate solutions
- Demonstrated ability to achieve successful outcomes in handling difficult situations, customers and suppliers • Thinking critically and structuring analyses to solve poorly defined problems
- Basic project management skills, including understanding how to plan for own work in reasonable time frame and break tasks into achievable sub-tasks • Strong analytical abilities, including ability to leverage Excel, Access and other quantitative analysis tools
- Strong business modeling experience • Ability to effectively interact with many levels of management in both one-on-one and multi-disciplinary group settings • Good written and oral communication skills

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## Über uns

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.