

Purchasing Associate

Your tasks

Job Description

Support vendor accreditation process, ensure completeness of Due diligence and SCOUT risk assessment

SAP PR-PO conversion and issuance of PO to vendor

Order Acknowledgement

Open PO monitoring and Delivery follow ups

Calls / email inquiries to coordinate with requestors, department managers and vendors Provide instruction on mode of transport and delivery priorities to Interplant teams Supports blocked invoice resolution to facilitate invoice and payment processing

Meetings/inquiries from AP and Finance Report generation, vendor accreditations, documentation, updating of logs, etc.

Other tasks and priorities as may be assigned by PPMs



Job ID

REF87593V

Location

Makati

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Global Business Services Manila, Inc.

Your profile

Bachelor's Degree - preferably in Engineering, Business or Finance

Preferably with knowledgeable in Lean methodologies but not required

Fresh Graduate to one (1) year work experience

Experience handling / participating in process improvement initiatives through internship

Self starter and shows potential in delivering results

Able to work in local and international setting.

Our offer

- 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.

About us

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.