

# Purchasing Analyst/Specialist

## あなたの仕事内容

### Sourcing / Contracts & Vendor Mgt

Provides support for Local Plant Purchasing, Commodity Managers, and key functional stakeholders as they execute sourcing projects to generate required savings, including:

- Analyzing data in support of sourcing events and initiatives, developing and maintaining RFx documentation

- Developing technical efficiency with spend analysis and visibility tools, to create spend analyses, determine baseline spend and calculate realized savings from sourcing events

- Conducting market and supplier research in support of sourcing strategies and diversity procurement targets etc.

- Conduct Supplier performance evaluation

- Contract management and Framework order renewal

### Non Production Materials Purchasing

Act as CTOS Key User, provide business support and resolution to Tier 1 inquiries

Design and coordination of approval workflows (SAP Release Strategy / CTOS approval workflow) according to P20.1 Authorizations; ensure that approvers list are updated at all times

Report Non PO spend compliance to P90.1 Exception List

### Production Materials and Purchased Finished Goods

Plan delivery of raw materials according to market conditions: commercial terms, vendor LT and delivery transit time.

MRP exception message handling: make a decision to bring in, move out or cancel an order based on demand to support new/changes in Production plan or end customer sales orders

Coordinate and seek approval if expedited delivery from vendor is needed

Communicate risks on availability of materials with Production (RM) or Sales teams (FG)

### P2P Resolutions

- Analyse PO vs Invoice and GR discrepancies

- Coordinate with PPM, vendors and AP/Finance to resolve issues

- Conduct RCAs and propose corrective and preventive actions

- Execute "Correct and Reprocess" in OnBase to route invoices to next queue

### Process Improvements

Understands Lean Manufacturing methodologies, GEMBA, 5S+1, Six Sigma



ジョブID

**REF88091G**

勤務地

**Taguig**

リーダーシップレベル

**Leading Self**

勤務に関する柔軟性

**Hybrid Job**

法的事項

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

## あなたのプロフィール

Bachelor's degree - preferably in Engineering, Business or Finance  
preferably with knowledge / certified in the following areas:

- Six Sigma and Lean methodologies
- Sourcing and Negotiations
- Supply Chain and Inventory Mgt
- Project Management

More than 5 years experience in Sourcing, Procurement, Supply Chain, Logistics and/or P2P function

### Project and Process Experience

- SAP R3 or S4/Hana
- SRM tools
- Procure to Pay
- Supply Chain Management

Leadership experience - Stakeholder engagement, supervising associates, conducts training/s on subject of expertise

Able to work in local and international setting.

## オファー

Ready to drive with Continental? Take the first step and fill in the online application.

## 会社概要

[www.continental-industry.com](http://www.continental-industry.com)