

Purchasing Analyst/Specialist

工作职责

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



职位号码

REF88091G

所在地

Taguig

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

Continental Global Business Services Manila, Inc.

职位要求

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.

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