

# Purchasing Specialist

## Descrição da função

Taking ownership in administration of ePOs contracts activities and projects to ensure completeness, timely and accurate processing of requests in accordance with agreed key performance metrics.

- Management of requests to be executed in ePOS received from third party vendors and intercompany such as creation, modification, deletion, and re-activation of account.
- Coordinate with the Lead Buyers globally to facilitate review and approval process of new pricing from suppliers.
- Manage and drive work activities independently in ePOS such as:
  - Contract maintenance in SAP/SRM according to data provided from Production Materials Purchasing
  - Send out price inquiries to connected suppliers and do the 1st approval for Production Materials
  - Clarification of invoice deviations and communication with accounting departments, plants and suppliers. Adjustments of SAP/SRM contracts and POs if necessary.
  - Support of Reinforcements team in introduction of new vendors - communication with Finance, Controlling, Plants
  - Support of Reinforcements team in introduction of new sources/products - communication with R&D, PI, Plants
  - Support of Reinforcements team in regards to flagging of materials
- Work with the Lead Buyers to resolve pricing issues if any, communicate and conduct engagement meetings to ensure alignment in deliverables and processes.
- Lead future work migration planning and implementation from ContiTech markets (e.g., working directly with market management, documenting migrating work, participating in job shadowing and knowledge transfer (onsite and remote).

## Requisitos

Bachelor's degree - preferably in Engineering, Business or Finance  
Knowledgeable / certified in the following areas:  
Sourcing and Negotiations  
Project Management

More than 4-6 years work related experience in Sourcing, Procurement, Supply Chain, Logistics and/or Procure to Pay functions.  
Advanced knowledge of ERP systems (e.g., SAP, Tangro, etc.)  
Proficient in using Microsoft Office suite; Advanced knowledge of Excel

Able to work in local and international setting.



Identificação da vaga  
**REF92764U**

Local  
**Makati**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Hybrid Job**

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

## **O que oferecemos**

- 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.

## **Quem somos**

### **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.