

Purchasing Specialist

Your tasks

- Provide supply chain leadership in material demand forecasting, master scheduling, purchasing, materials management, and logistics.
- Maximize product availability while optimizing raw materials and MRO inventories and maintaining ERP systems for data integrity.
- Review inventory levels to meet customer demands and to ensure accurate inventory records.
- Develop and implement supply chain department best practices, procedures, and policies, define KPI/key metrics and ensures that the team stays on target.
- Work with suppliers directly on any issues concerning pricing, cost, quality, reliability, warranty, invoice discrepancy, etc.
- Utilize ERP to analyze inventory reports, trends, discrepancies, and to find opportunities for improvement.
- Works cross functionally with the Global & Regional Category Sourcing, P2P Buyers, Business Partners, Regional Head, Management Logistics / Quality Assurance / R&D / Engineering / Sales teams to improve the manufacturing processes and methods for cost reduction, quality improvement, and efficiency.

Forecasting, Demand Analyses

- Review MD04 twice a week for all the A, B and C class materials.
- Compare MD04 with Manually created Raw Material Planning File for Shortages
- RUN YPL3 Report for 16 weeks demand Planning
- Maintaining of Steel Cord Consignment and Safety Stock bi-monthly report
- Submission of YME23A Report for Kerry Logistics and Hellmann for PO issue report for Delivery planning

Procurement Operations

- Prepare Purchase Orders for all other Raw Materials (Natural, Synthetic Rubbers, Polymers, Carbon Black etc)
- Creating Purchase orders once review the quotes with RV and final negotiations with the suppliers for locally procured chemicals (MRP to be reviewed and create PRN if required)
- Issue of PO and follow up of deliveries for Splice Kits (SK), Sheeting Products (SP) and Mixing's production materials, consumables and packaging material for SK and SP.
- Placement of Combs Orders and delivery follow ups

Logistics/Supply Chain Mgt (Reports and Analysis)

- Weekly Monitoring blanket PO (vendor managed inventories) delivery call offs and coordinating with the local suppliers.
- Following up for deliveries with Overseas Fabric and Steel cord suppliers.
- Updating COAR with the upcoming deliveries and ensuring supplies



Job ID
REF93404W

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

as per the production schedules.

- Follow up with Customs Clearance Agents for priority deliveries

Issue Resolution

- Handling of any price and quality issues with the local suppliers
- Liaising with Suppliers and Stores for any GR or Qty issues.

Your profile

- Academic degree in Business Administration/Mgt, Industrial Engineering, Business, or comparable qualification
- 5 years' experience in supply chain, data management, procurement, or procure to pay
- Familiar with SAP Business Warehouse
- Considerable knowledge in using data base systems
- Confident handling of MS Office (preferably with VBA) and advanced knowledge in visualization Tools (preferable Power BI)
- Experience in project management and process, systems & tools implementation
- Experience in process improvement activities
- Demonstrated leadership in supply chain areas
- Worked in an international environment, GBS, or with business process outsourcing (BPO) teams

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

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.