

Purchasing Analyst

หน้าที่ความรับผิดชอบในงานของคุณ

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

Responsible for creating and reporting weekly, monthly and ad hoc SLA, KPI, output performance metric and custom reports and analysis

Supports blocked invoice resolution to facilitate invoice and payment processing

Meetings/inquiries from AP and Finance

Other tasks and priorities as may be assigned by PPMs

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Bachelor's Degree - preferably in Engineering, Business or Finance
Knowledgeable in Six Sigma and Lean methodologies is an advantage

At least 2-3 years experience in Sourcing, Procurement, Supply Chain, Logistics and/or P2P function

Work with Project teams on process improvements, development of KPI and other quality measures

Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)

Able to work in local and international setting.

ข้อเสนอของเรา

- Hybrid work arrangement
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

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รหัสตำแหน่งงาน

REF93584G

ที่ตั้ง

Taguig City

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่ปริษัท

นิติบุคคล

Continental Global Business Services Manila, Inc.

ເກື່ອງກັບເຮົາ

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.