

# CT NPM Purchasing AMERICAS Operation Center Buyer

## Tvoji zadaci

### Missions and Purpose of this position

ONE ContiTech – The first choice for material driven solutions.

Are you interested in shaping the future of ContiTech together with a great team?

The Role of Operations Center Buyer in the Americas is responsible for performing all purchasing activities within certain material/service fields with the objective of optimal supply and speed and generating a maximum profit contribution in compliance with the company's policies and purchasing guidelines. This position is reporting functionally to the Head of Operations Center and directly to the Regional Cluster Lead. The role is carrying out all purchasing activities with a basic to medium degree of difficulty and complexity, in the area of goods/services for which the job holder is responsible for.

The regional category approach creates a mutual added Value for all internal Customers in terms of commercial, logistical and processual Enhancements by providing Expertise and Best Practices around the needs of the internal Customers as well as strengthening the relationship to strategic Business Partners (internally and externally).

## Your tasks

### Purchase2Pay

- Supporting all purchasing activities and Category Buyers at all CT IAM and SSL plants, Services locations and Distribution Centers.
- Approval and negotiations of shopping carts and Purchase Requisitions
- Creates and sends Purchase Orders to the suppliers
- Realization of saving opportunities by bundling operational demands, substitution of suppliers, negotiations of payment-/delivery terms and warranty extensions
- Clearance of invoice deviations in case of price difference;
- Management of the RfQ-Process for demands/shopping carts, offer evaluation, creation of offer comparison, including the awarding of suppliers;
- Identification and support on the creation of electronic catalogs to reduce manual processing requirements, while promoting the usage of existing ones;
- Different reporting of the repetitive bought items in scope of increase automation;
- Steering and Monitoring the automated replenishment process for



ID posla

**REF946640**

Lokacija

**Ponta Grossa**

Liderski nivo

**Leading Self**

Fleksibilnost

**Hybrid Job**

Pravno lice

**Contitech do Brasil Produtos Automotivos e Industriais Ltda.**

coded materials;

- Support for specialists in clarifying differences in the region within the catalogs used;
- Ensure necessary transparency and documentation of supplier decisions according to compliance guidelines (e.g. Sourcing Decision Sheet).
- Detect new suppliers and optimize number of existing suppliers.
- Sustainable reduction of purchasing prices in consideration of functional and quality aspects;
- Escalation Management/Problem Solving by executing approaches with the aim to secure local objectives;
- Offer support for market surveys.
- Implement measures and support the Category and Sourcing team in reaching team's common targets.
- Ensure Compliance with Business Partner Code of Conduct, Continental Ethics and Values and all Corporate Guidelines;
- Ensure, that agreements are created, approved and signed and communicate to the plants inside the region

### **Source2Contract**

- Autonomous preparation, conduction and finalization of local or international negotiations for own integrated category including supplier decisions compliant with the relevant internal policies (incl. audit-compliant documentation) with the target to achieve the defined goals and a special focus on highest value creation (e.g. with support of Terms & Conditions (TCO) analysis)
- Support make or buy scenarios, optimizes bundling effects and initiates Value-Engineering projects
- Conduct complaint and claim negotiations with special strategic interest which can't be performed independently by the local units
- Effective management of contract lifecycle for both existing and new contract agreements - compliant with the relevant internal policies (incl. audit-compliant documentation) - in order to ensure performance, financial and operational success

### **Stakeholder partnership**

- Consults internal customers for information regarding provision of goods/services, purchasing constraints and process optimization in his/her area of responsibility.
- Plans and organizes regular meetings with internal key customers.
- Clarifies technical and commercial requirements together with the requester and the supplier
- Develop, sustain and improve relationships with internal customers.
- Seek understanding and clarity about stakeholders and plants' overall situation.
- Give responses or feedbacks through the given tools in an acceptable period of time.
- Ensure the whole team is aligned and addressing any business issues in a timely manner.

### **Supplier and Project Management, Sustainability**

- Supplier selection, supplier evaluation and reduction to optimize the existing supplier panel.
- Supplier creation, maintenance and blocking and all related activities,

using the given platforms

- Support Execution of Market Intelligence studies and ensure the ideal balance of Competition and Pooling through supplier reduction to achieve a maximum cost reduction contribution and best possible synergy effects.
- Lead or participate in projects with relevance for owned category, within the purchasing organization or cross functional projects
- Integrate sustainability and ESG (Environmental, Social, Governance) criteria into sourcing decisions, supplier selection, and performance evaluation.

## **Tvoj profil**

- University Degree (Diploma/Bachelor/Masters) or equivalent degree
- Professional experience in procurement, preferably in technical purchasing (NPM area)
- •Good communication skills, both verbal and written, Spanish is essential.
- Further languages beneficial (e. g. German, Portuguese, French)
- Capable of communicating effectively within a multi-cultural and across functions as well as all levels
- Basic negotiating skills, assertiveness, goal- and result-oriented work
- Able to manage time effectively, prioritizing tasks and achieve set targets

## **Naša ponuda**

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

## **O nama**

A ContiTech é uma das principais especialistas do setor no mundo. Este setor do grupo da Continental oferece aos clientes soluções conectadas, mais ecológicas, seguras e convenientes para serviços e a indústria, usando uma gama de materiais para aplicações fora da estrada, em ferrovias e rodovias, no ar, acima e abaixo do solo, em ambientes industriais e para os setores de alimentos e móveis. Com cerca de 42 mil funcionários em mais de 40 países e vendas de € 6,8 bilhões (em 2023), a parceira industrial global está ativa com filiais importantes na Ásia, Europa e nas Américas do Norte e do Sul.