

# Purchasing Associate

## Your tasks

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

Provide instruction on mode of transport and delivery priorities to Interplant teams

Supports blocked invoice resolution to facilitate invoice and payment processing

Meetings/inquiries from AP and Finance

Report generation, vendor accreditations, documentation, updating of logs, etc

Other tasks and priorities as may be assigned by PPMs

## Your profile

- Bachelor's Degree - preferably in Engineering, Business or Finance
- Preferably with knowledgeable in Lean methodologies but not required
- Fresh Graduate to one (1) year work experience
- Experience handling / participating in process improvement initiatives through internship
- Self starter and shows potential in delivering results
- Able to work in local and international setting.
- Amenable to working on a night shift schedule.

## 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.



Job ID  
**REF95260R**

Location  
**Taguig City**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Global Business Services Manila, Inc.**

## **About us**

### **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.