

# Purchasing Specialist / Expert

## Responsabilități

### Sourcing / Contracts & Vendor Mgt

- Provides support for Local Plant Purchasing, Commodity Managers, and key functional stakeholders as they execute sourcing projects to generate required savings, including:
- Analyzing data in support of sourcing events and initiatives, developing and maintaining RFX documentation
- Developing technical efficiency with spend analysis and visibility tools, to create spend analyses, determine baseline spend and calculate realized savings from sourcing events
- Conducting market and supplier research in support of sourcing strategies

and diversity procurement targets etc. (e.g. Global/Local sources, BBBEE levels)

- Conduct Supplier performance evaluation
- Contract management and Framework order renewal

### CTOS & NPM Compliance

- Act as CEOS Key User, provide business support and resolution to Tier 1 inquiries
- Design and coordination of approval workflows (SAP Release Strategy / CTOS approval workflow) according to P20.1 Authorizations; ensure that approvers list are always updated
- Report non-PO spend compliance to P90.1 Exception List

**SAP/CEOS MM Key User** - As an SAP Key User, he/she is the first level to resolve the issues encountered by the Buyers, AP and Stakeholders; create SSP7 request if needed; monitor issues and coordinate with IT on pending tickets

### Service Level Agreements, Operational Metrics and KPI's

- Responsible for delivering results on Service Level Agreements and related Key Performance Indicators, creates an action plan on failed metrics and monitor progress.
- Review and develop new KPI's periodically to ensure performance are kept at a competitive level, document KPI definitions and reporting procedures to ensure consistency in reporting. Participate and support Service Delivery Lean in KPI discussion with stakeholders.
- Work with the team members to perform root cause analyses, to improve persistent audit findings, and resolve challenges to meet the set target for the team.
- Develops and prepares reports to measure, monitor, and identify opportunities for improvement in master data and business support processes.
- Distributes and communicates performance metrics with



Job ID  
**REF95474K**

Domeniul de activitate  
**Taguig**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Hybrid Job**

Persoană juridică  
**Continental Global Business Services Manila, Inc.**

stakeholders and collaborate with management to provide solutions to issues identified from reports.

### **Stakeholder/Customer Focus**

- Work with the stakeholders to resolve operational issues if any, conduct general engagement or projects meeting to ensure alignment in deliverables and processes.
- Identify and propose standardization opportunities, process improvements which will benefit both parties.

### **Process / Continuous Improvement**

- Support work migrations, SAP and other tools implementation in the market.
- Identify process pain points, formulate and recommend potential solutions on process issues.
- Identify, present and support execution of process improvements ideas and additional activities assigned by Team Lead.
- Participate in center wide initiatives (e.g. CBS culture, Bright Ideas), achieve CBS goals as defined by his /her Team Lead

### **Cerințe**

- Bachelor's degree - preferably in Engineering, Business or Finance
- Preferably with knowledgeable / certified in the following areas:
  - Six Sigma and Lean methodologies
  - Sourcing and Negotiations
  - Supply Chain and Inventory Mgt
  - Project Management
- More than 5 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
- Knowledge in Plant production activities, BOM, material planning and forecast, supplier and issue management.
- Expert knowledge in SAP, SRM tools implementation, work migrations and user acceptance testing activities.
- Stakeholder engagement, supervising associates, conducts training/s on subject of expertise
- Experience with working with international teams required
- Advanced customer relationship and stakeholder management skills
- Expert communicator and deep understanding of different cultures and norms.
- Amenable to working on a night shift schedule.

### **Oferta noastră**

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

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## **Despre noi**

### **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.