

Specialist Operations Center

工作职责

To support Global Lead Buyers on administrative tasks and contact with manufacturing plants. Maintenance of systems and documentation of relevant purchasing files for the global team. Regular internal contacts with Lead Buyers, Plants, BU Purchasing, Quality, ISCM, Supplier Development, Finance, Customs Team; and externally with suppliers, following all guidelines, requirements and processes to work audit safe.

More detailed responsibilities are:

Systems updates:

- Make sure plants have all the correct conditions to issue orders to suppliers and have all the required information as well;
- Ensure supplier files & documents are up to date;
- Maintenance of systems across the purchasing organization.

Supporting role:

- Together with the Lead Buyers develop standards, develop and define reports and together with the plants order forecast of materials;
- Provide support to plants in any queries about the tasks in scope.

Projects:

- Support projects related to Purchasing Processes & Systems.

Communication:

- Communicate in a clear and compliant external and internally to all stakeholders to get business needs (FC; risks, innovation needs etc);
- Communicate effectively to Management to keep them updated, raise awareness and pre-warning for issues.

职位要求

- Higher Education in Business Administration, Engineering or Natural / Social Sciences
- Preferred candidates with 1 year background on back office or call center activities
- Intercultural experience is preferable
- Customer focus: Social competence to develop a network with the Lead buyers, plants & suppliers
- Strong communication skills
- Planning & Organization: Highly organized to manage several tasks in parallel
- Teamwork: Ability to collaborate effectively in a team environment
- Data analytics: Highly analytical mindset in order to manage high amount of data
- Fluent in english (European level B2) and good level of knowledge in



职位号码

REF98357J

工作职能

采购

所在地

Lousado

领导力级别

个人贡献者

工作场所灵活度

混合式办公

招聘专员

Jose Antonio Campos

法律实体名称

Continental - Indústria Textil do Ave, S.A.

IT tools

我们可以提供

What we offer:

- Multi-cultural and international environment of a global player;
- Interact in international business environment/ building up networks across countries;
- Attractive working conditions and benefits;
- Development of a career at Continental;
- This position is to be filled with local contract.

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

关于我们

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.