

# Purchasing Systems and Solutions Specialist

## Your tasks

### Operational activities

- Responsible in 2nd level support operations globally contributing to the achievement of monthly KPIs.
- Responsible for testing for rollouts, upgrades, monitoring and error correction.
- Contributes to the creation and maintenance of specific information in different databases as required by the data quality policy and applying corrective measures.
- Contributes to the realization of complex tasks using worldwide purchasing tools according to the incoming requests.
- Contributes in providing customized reporting and analysis.

### Applications Management

- Responsible for analyses, changes, corrections and new creations of attributes and master data for Aumovio locations.
- Responsible to perform user administration tasks in different tool (e.g. CEOS, SAP, Wise, catalog management systems, catalog distribution and ordering systems, MS Forms etc.).
- Responsible for testing new software applications upon request in order to ensure transitions and supports the roll-out according to company rules, policies and local legal requirements.
- Responsible for the maintenance, monitoring and fluent data transfers to external connected systems.
- Reports and takes immediate countermeasures in case of any identified outages if the fix not available yet.
- Responsible for sustainable EDI connection as service for external connected systems.
- Responsible for continuously monitor compliance and data quality on systems and ensures corrections and cleanup.

### Communication

- Responsible for communicating with internal customers, buyer community, IT, suppliers and SQM communities etc. and ensures proper understanding of business requirements.
- Responsible for handling of escalations and respective assignment to the right person.



Job ID

**REF81788C**

Field of work

**Purchasing**

Location

**Guadalajara - Periférico**

Leadership level

**Leading Self**

Contact

**Felisa Espinosa**

Legal Entity

**AUMOVIO GUADALAJARA  
MEXICO, S. DE R.L. DE C.V.**

- Coordinates activities and ensure proper communication when the issue can be resolved by third party.

## **Training**

- Responsible for creating and maintaining up to date training materials for impacted stakeholders and general process documentation.
- Responsible for delivering trainings to users (regular training, Q&A sessions and rollouts).
- Responsible for updating the knowledge base system and sharing knowledge .

## **Project Activities**

- Responsible for analysis of local processes and its deviations from standard.
- Responsible for implementation of standard processes for purchasing specific activities.
- Responsible for conducting Rollouts/ Carveouts/ Reorganizations of business.
- Actively participating in cross-divisional and cross-functions project related activities .

## **Process Improvements**

- Responsible for analysis of existing processes and documentation.
- Contributes to developing new report requirements to support end users and internal processes.
- Involved in the analysis of improvement ideas from business partners (e.g. Corporate Idea Management), daily work routines and development of improvement ideas to cater continuous improvements.

## **Consulting**

- Responsible for consulting activities on relevant Conti Policies like P90.1, P20.1 and the interface. to other Purchasing Tools/ systems like MDG, BI Reporting, etc.
- Responsible to guide the purchasing community during changes of systems and processes.

## **Change Management**

- Responsible for communication efforts, maintain info messages and prepare communication for affected user groups.
- Responsible for gathering change requests from user and buyer community and prepares own improvement ideas.

## Coaching and mentoring

- Responsible for acting as mentor, training/ orienting/ shadowing & guiding new employees.
- Responsible for compiling work instructions & training materials.

## Your profile

- Expert knowledge of NPM Purchasing core systems and tools (SAP-SRM, SAP-MM, BMC).
- Knowledge of further purchasing related tools (SAP, MDG, BI-Reporting, Scout, ConNext, etc).
- Microsoft Office knowledge (Excel, Word, Powerpoint).
- System troubleshooting.
- Process KnowHow in NPM Purchasing.
- Know How in interface processes to Purchasing (esp. Accounts Payables).
- Advanced English.
- Project Management skills.
- Bachelor's Degree in administration.

## Our offer

We are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

#LI-FE2

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

## About us

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.