



Senior Specialist Procurement Shared Service Centre

Job description

To support the Indirect Procurement Transformation journey, operating on the Technology platform of SAP Ariba.

In your new role you will:

- **Support on eAuction activities** which enable local procurement team to achieve true market pricing for goods or services.
- **Provide guidance and leadership to junior level staff** and serve as a role model for them. Mentoring/coaching of new/ junior staff.
- Provide **functional support** towards business partners.
- Ensure **routine operation monitoring & handling** on PO Failed, Push Errors, Incident & Follow Up.
- Manage and ensure a **ccurate content of catalogs, users profile and help center** in SAP Ariba.
- Participate in **system validation and regression testing**.
- **Maintain appropriate files and documents** and reports regarding the Procure to Pay process handled by ARIBA.
- **Check and handling of the MyBuy access request**.
- **Handle all incoming eAuction request**, by reviewing the fact sheet submitted by the local procurement team and proposed for the best eAuction format to be used.
- **Setting up, training & conduction of eAuction and reporting**.
- Continuous improvement for both Indirect Procurement and eAuction process

Profile

You are best equipped for this task if you have:

- **Bachelor's Degree in Information Technology, Business Administration, Economics, Management** or equivalent.
- **Strong in communication & influence skills** that inspire trust, collaboration and operational excellence. Speak, read, and write fluently in Chinese is a plus.
- **Strong customer focus** and willingness to drive changes in support of overall improvement of the Procurement function.
- **Creative and analytical skills support** in solving problems fast with high quality. To drive escalation handling internal and externally with minimal support.

At a glance

Location: **Melaka (Malaysia)**
Job ID: **349269**
Start date: **as soon as possible**
Entry level: **3-5 years**
Type: **Full time**
Contract: **Permanent**

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- **Good team player**, think and act in a proactive/cooperative way and quickly establish successful cooperation.
- Proven work experience as a team leader or supervisor.

Benefits

- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

Why Us

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

Infineon Technologies (Malaysia) Sdn Bhd, with its 8.000 employees, is the largest manufacturing site of Infineon. The company has established itself as a leading manufacturing site for Power Semiconductors, Logic Semiconductors, Discrete and Sensor Products. We are committed to increasing productivity, on-time delivery and providing customized solutions while maintaining the highest level of product quality. The success of Infineon Melaka is evidenced by eleven National Awards received from the Prime Minister's Office as well as 15 corporate awards.

