



## Senior Manager Procurement

### Job description

Join our Procurement Team!

- **Negotiate MRO buying requirements** (Goods & Services), Negotiate Spares & Equipment buying requirement, Negotiate Raw Materials (Sourcing). **Contract Negotiation & Administration**. Purchase Requisition to Purchase Order conversion within cycle time
- **Manage Plant Facilities purchases, Manage IT related purchases, Manage HR related purchases** in such a way that all deadlines can be met. **Manage given commodities in a cost effective and efficient way**. Managing contracts (Goods & Services) with vendors ensuring support to **IFX cost saving and cost avoidance objectives – including review of existing contracts**. **Manage all financial duties** regarding purchasing processes in an effective and responsible way
- **Build strategic, professional and ethical relationships** with internal end-users and local & international vendors. Maintain **effective and professional relationships** with vendors. Ensure compliance with **IFX policies, procedures and IT standards**. Assist management in **developing of policies, procedures and processes**
- **Accurate and timeous reporting** of relevant management information to Purchasing Manager. **Monitor and assist with the daily running processes** of the Purchasing department such as **quarterly savings & cost avoidance report**. Manage, control, check or assist with issuing invoices & receipts
- **Support with monthly update of savings** in the data base. Manage out of system (SAP) payments such as Telephone and P-Card expenses. Manage internal contract database (**INCA Tool**). **Audits; Internal (Procedures) and External (ISO, IATF, etc)**. Supplier Management (Create, evaluate, etc). High level knowledge and experience in **contracts (Local & International)**

#### Major Challenges

- **Cost Reduction opportunities** & Cost Avoidance & Payment Terms (KPI management).
- **Plan and implement Purchasing strategy** and activities consistent with overall aims and requirements staying cost effective to organization
- **Meeting Purchasing deadlines**
- **Maintain high level of accuracy** concerning Purchasing procedures and avoiding Non-Compliance
- **Sport market expertise (Local & Global)**

### Profile

- **High level of Office management** (Power Point, Word, Excel, etc) good in presentations and analysis

### At a glance

Location: **Cavite (Philippines)**  
Job ID: **354890**  
Start date: **as soon as possible**  
Entry level: **5+ years**  
Type: **Full time**  
Contract: **Permanent**

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### Contact

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- Training / qualification: **International Bachelor degree & English spoken**. Job experience: **+8 Years of experience in Purchasing**
- **Degree of knowledge of internal interdependencies** (organization, workflow, customers, suppliers): Legal Compliance, Problem solving & Purchasing problem solving
- **Extent of people management responsibility** (allocation of work, training, mentoring, development, budget): **Self-motivated, Team work oriented, Attitude to accomplished team activities & Team Player**
- Degree of analytical skills: **High, Complexity of problems / solutions: Medium**. Nature of contribution: Make decisions based on data
- Within **Infineon (own team, area, function, whole of Infineon): Evaluate impact not only on its own area**; has to take in consideration customers and suppliers in case
- Frequency of information exchange: **Effective communication** to all directions (Up, Down, peers and support teams) **Communicate with vendors and other individual in other areas. Complexity of information: Medium to high complexity**

## 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.

