

Driving decarbonization and digitalization. Together.



OneSAP Specialist Procurement Buyer Jr

Job description

In your new role you will:

- Update pricing and source list for suppliers.
- Supporting requesting quotes and submitting RFQs.
- Run monthly reports and commodities analysis.
- Monthly KPI update.
- Keeping track of Contracts and NDAs.
- Vendor creation & maintenance.
- Accurate and timeous reporting of relevant management information to Procurement Management.
- Monitor and assist with the daily running processes for Procurement.
- 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
- Manage internal contract database (INCA Tool)

Profile

You are best equipped for this task if you have:

- Bachelor degree
- English spoken and written
- Problem solving
- Team work oriented
- Attitude to accomplished team activities
- Team Player
- 0-1 Years of experience in Procurement

Benefits

- **Tijuana:** Coaching, mentoring networking possibilities; Bus Transportation ; Wide range of training offers & planning of career development; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Health Benefits; On-site social counselling and works doctor; Health promotion programs; Fitness Center; On-site Cafeteria; Life insurance ; Afore; Performance bonus, Savings fund ; Accessibility, access for wheelchairs

At a glance

Location: **Tijuana (Mexico)**
Job ID: **HRC0500052**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Full time**
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

Job ID: **HRC0500052**
www.infineon.com/jobs



Why Us

Driving decarbonization and digitalization. Together.

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

We are on a journey to create the best Infineon for everyone.

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant's experience and skills.

We look forward to receiving your resume, even if you do not entirely meet all the requirements of the job posting.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

[Click here](#) for more information about Diversity & Inclusion at Infineon.

