



Job vacancy

Employer:

SC Bosch Service Solutions

Address: 10 Coriolan Brediceanu Street.

City : Timisoara

Mobile phone: 0749 999 010

Contact person: Ioana Popa

E-mail: fixed-term.Ana-Maria-Ioana.Popa@ro.bosch.com

Zip Code : 300011

Country : ROMANIA

Region: West

Title of post and job description:

Senior Vendor Master Data

1. Resources management

- Transparency in work allocation (volumes and how the split is done);
- Ensuring reasonable time is provided to team members to complete the allocated task;
- Taking ownership and responsibility for part of the task and sharing the work load with the team;

2. Support in daily operations

- Onboarding new colleagues: Providing requisite know how, authorization roles and templates to ensure completion of designated task;
- Monitor, report and provide exceptions when the case meets;
- Manage escalations, prepare contingency plans, and proactively highlight unreasonable targets;
- Supervise content, quality and methodology for process related documentation;
- Independently handle audits, provide data & reports;

3. Management & CIP responsibilities

- Mentoring, training organization;
- Employee development and job rotations (operation and projects) will be done in coordination with disciplinary and target team lead;
- New concept development, process reengineering;
- (BPR), identify and conduct improvements; Participate and give input GDPs, TARs and other associates dialogues.

Number of available posts: 1

Requirements:

- Bachelor or comparable degree (e.g. Business Administration, Financial Accounting);
- Fluent in speaking/writing in English and German nice to have;
- Strong organizational skills;
- Analytical skills and logical approach;
- Willingness to take responsibility, independent working;
- Must be able to work independently as well as a team player and can manage own workload;
- Very good IT-skills (MS Office (especially Excel), SAP Cross module (FI, MM, Purchasing, Customizing);
- Strong organizational skills;
- Analytical skills;
- Resilience;
- Excellent communication skills;
- Promoting the company's image;
- Positive attitude;
- Understanding and complying with the work procedures;
- Ability to constantly improve performance;
- Responsible;
- Willingness to travel;
- Intercultural competence.

Languages: English – advanced

Educational level : University

Experience Needed: Yes (0-3 years)

Driving Licence: No

Last application data : Not applicable

Minimum Salary: Confidential

Maximum Salary: Confidential

Starting Data: Depending to the project

Ending Data: Not applicable

Contract: Undetermined

Hours week : 40 h/ week

Net Gross: Confidential

Currency : Ron

Period: Undetermined

How to apply: CV in english to fixed-term.Ana-Maria-Ioana.Popa@ro.bosch.com
and mail cc: eures@regione.sicilia.it