**General Motors México AV. EJERCITO NACIONAL No: 843 COL. GRANADA  
Becario Compras   
Sueldo**: $6,600  
**Horario**: Matutino  
**Ingeniero Industrial**

**Inglés Avanzado**

**Purpose**

Support Special projects and launches for GMM Plants. Implementing administration tools and following the regular and urgent requirements for GPSC regarding new projects.

Replace an open Headcount position

**Position tasks and Responsabilities**

 Active participation with Cross-Functional Disciplines;

-Develop and execute Business Plan to meet business priorities;

-Monitors PO performance and advises management of concerns;

-Adheres to unit and corporate purchasing policies and procedures;

-Supports activity in the timely delivery of materials and services purchased;

-Coordinates input from internal/external customers to better understand customer needs and/or perceptions;

-Actively engaged in identifying and pursuing training,

-Daily reviews of back order status for PR/PA

-Engage Purchasing, Supply Chain, Central Manufacturing, and Suppliers to achieve projects Goals

**Knowledge:**

- Basic Negotiation Skill

- Basic purchasing knowledge

- Knowledge of computer software (MS Word, Excel, PowerPoint Internet Research)

**Skills:**

- Teamwork

- Oral and written communication skills.

- Demonstrate Positive attitude and develop Team Work

- Project Management Skills

**Experience/ Education:**

English Spoken Advance

**Competencies:**

- Integrity & Trust

- Learning on the Fly

- Timely Decision Making