

Mettler Toledo, Inc.
Job Posting

Job Title: Global Supply Chain Associate – Indirect Procurement
Department: Global Supply Chain Management
Reports To: Global Indirect Procurement Manager
Location: Columbus, OH

SUMMARY:

METTLER TOLEDO is a global manufacturer and marketer of precision instruments for use in laboratory, industrial and food retailing applications. The Company has strong worldwide leadership positions in most markets we serve. A significant majority of our instrument sales are in segments in which we are the global leader.

The Global Indirect Procurement function is a part of the Company's Global Supply Chain organization, with a focus on procuring large scale, non-core products and services. The goal is to reduce total cost of ownership, improve operational efficiencies and enhance services. The function covers a wide range of categories at the global level, (i.e. IT, Logistics, Travel, Human Resources, Marketing, Plant Services, etc.).

METTLER TOLEDO is in the process of implementing a global Corporate Credit Card Program to streamline processes and manage indirect spend effectively. The Associate will be responsible for the planning, implementation and execution of the program. This position offers the Associate a great opportunity to gain insights to a global supply chain organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Design and implement corporate credit card (CCC) program globally
2. Develop and communicate corporate credit card related global policies
3. Standardize credit card management processes globally
4. Manage supplier relationship with credit card companies
5. Create and maintain global reporting tools
6. Manage global credit card indirect spend database in conjunction with IT
7. Support strategic sourcing and corporate credit card supplier negotiations
8. Additional responsibilities include indirect spend analysis, marketing research, sourcing etc.

EDUCATION REQUIREMENTS:

Bachelors degree in Business, Supply Chain Management, Engineering, Finance or a related field.

EXPERIENCE AND SKILL REQUIREMENTS:

- Minimum 3 years working experience in supply chain management or related field
- Demonstrated program and project management experience
- Good interpersonal skills, working well with people at different levels and across different cultures
- Demonstrated history of managing multiple objectives with minimal direct supervision.
- Highly proficient in the use of MS Office (Excel, Word, Powerpoint) and Visio
- Excellent problem solving skills

- Proactive and self-motivated

Additional Preferred Qualifications and Experience:

- Corporate credit card program working experience
- Supplier relationship management experience
- International working experience, especially in Europe
- MBA degree
- PMP certification

LANGUAGE AND COMMUNICATION SKILLS:

Excellent English written and oral communication skills are required. German and or Mandarin language skills would be a plus. Proven ability to effectively present information and respond to questions from managers and users of the Corporate Credit Card Program

TRAVEL REQUIREMENTS:

Travel will vary depending upon business needs, potentially in the range of 10%-15%, including some international travel.

Qualified candidates should submit resumes to:

cfresumes@mt.com

Mettler-Toledo, Inc.
1900 Polaris Parkway
Columbus, Ohio 43240

An Equal Opportunity Employer
www.mt.com