

## Procurement Specialist - Corporate

Job ID  
REQ-10041699

3月 03, 2025

Czech Republic

### 摘要

To be responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

### About the Role

Major Accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility
- Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate

- Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution.
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

#### Minimum Requirements:

- Between 1-3 years' experience in a procurement/marketing position
- Operational Procurement: Experience in operational procurement is essential. Working knowledge of Ariba is considered an advantage.
- Vendor Management: Proficiency in managing vendor relationships and ensuring compliance with company policies.
- Stakeholder Management: Ability to effectively manage and communicate with stakeholders at various levels

#### Languages :

- English

#### You ' ll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan.

Accessibility and accommodation: Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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部门  
Operations

Business Unit  
CTS

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area  
Procurement

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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## Accessibility and accommodation

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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