

## Procurement Specialist

Job ID  
REQ-10046306

4月 02, 2025

Czech Republic

### 摘要

To be responsible for specific purchasing activities within a category/location and provide transactional & administrative support, assisting more experienced colleagues on Procurement activities. To work together with Procurement managers and to have interaction with the business with respect to Procurement activities.

### About the Role

Major Accountabilities:

- Support implementation of sourcing business plan under Meeting & Events category
- Provide administrative support in the development of Category targets.
- Provide support, under close supervision, for the development of the Annual Category Plan.
- Perform various administrative tasks related to 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.
- Provide administrative support for contract management and execution.
- Contribute to vendor audit requests and facilitate corrective action plans
- Developing know-how of applied practice, concepts and process in one or more procurement disciplines.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

#### Ideal Background:

- Ideally between 1-2 years of experience in a similar position
- Indirect category experience is preferable, specifically in Meetings & Events
- Experience dealing with vendors/suppliers
- Needs to have effective communication and be able to manage stakeholders
- Any experience in data analytics is an advantage

#### Languages :

- English, any other language is an advantage

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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

[Apply to Job](#)

## 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 order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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



Job ID  
REQ-10046306

Procurement Specialist

[Apply to Job](#)

---

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10046306-procurement-specialist>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>

2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement-SpecialistREQ-10046306-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement-SpecialistREQ-10046306-1>