

## Associate Analyst-2

Job ID  
REQ-10053640

5月 29, 2025

India

### 摘要

The role owner is responsible for managing content in various systems for sites and categories to enable them to buy from the approved source with the correct commercial conditions. The associate ensures the content is maintained in a timely manner to fulfill business requirements. All the data like info-records, source lists etc. will need to be kept up-to-date in alignment with the Category Procurement team. A very strong focus on customer service and end user satisfaction is required. He/ she will act as a support agent to the business in sites and countries. Furthermore he/she will drive standardizing and automation in close collaboration with the Operations and the Category Procurement team

### About the Role

#### Key Responsibilities:

- Responsible for executing defined Category / Divisional / Regional / Country strategic and

non-strategic projects for a site/country.

- Responsible for challenging and validating demand for all requirements
- Responsible for ensuring negotiated contracts are reflected in transactional procurement system, i.e. SAP-MM
- Responsible for ensuring implementation of source lists / contracts as a result from Category/Divisional/Country projects and monitor correct usage
- Responsible for ensuring supplier issues getting solved related to deviations by enabling right price in info records, e.g. price deviations in invoices and purchase orders
- Accountable for proactively escalating any known risks or issues to the Supply Chain Management, Procurement Business Partner / Category Teams and/or local management to ensure required support for resolution
- Deliver input for supplier evaluation / performance meetings

Support in projects to implement procurement category plans

Commitment to Diversity & Inclusion: :

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

Essential Requirements:

- Meeting the process KPIs related to quality, Accuracy, TAT and productivity -execution of responsibilities in a timely and efficient
- Value Delivery (Financial)
- Customer Delivery (Service Provision)
- Supplier Performance (Suppliers Management)
- Effectiveness & Efficiency (Process Improvement & Compliance)

Desirable Requirements:

Work Experience:

- : Minimum 3-5 years in similar or equivalent positions in a global/regional environment in an equivalent position. Good understanding of operations and business culture of multinational company, cross cultural working, international experience is an advantage

Skills:

- Good understanding of procurement processes and able to drive process improvements
- Responsible to support clients directly
- Excellent communication skills (written and oral)
- Hands on experience and understanding in a technical environment
- Strong sense for independence and self-drive,
- Curious mind and high motivation to learn

- Effective Communication.
- Internal And External Customer Needs Analysis & Satisfaction Studies.

Languages :

- English.

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部门  
Operations

Business Unit  
Universal Hierarchy Node

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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