

## Content Enablement Specialist

Job ID  
REQ-10053642

8月 27, 2025

India

### 摘要

#### Job Description Summary

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

Major accountabilities:

- 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

Minimum 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
- 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

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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