

Procurement Specialist with German

Job ID REQ-10054302

10月 30, 2025

Czech Republic

摘要

#LI-Hybrid

Primary Location: Prague, Czech Republic

Other Locations: Ljubljana, Slovenia

Relocation Support: This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

Step into a role where your procurement expertise directly supports scientific innovation. As a Procurement Specialist with German, you'll drive sourcing and vendor management for lab supplies, consumables and services across Switzerland and Germany – all from our dynamic Prague hub. You'll collaborate with senior colleagues, influence global operations, and help shape smarter, more efficient procurement strategies in a company that's reimagining medicine.

About the Role

Key Responsibilities:

- Support development of category strategy and annual planning with global leads
- Execute sourcing plans aligned with business needs and savings targets
- · Analyze supplier, market, and internal data to inform procurement decisions
- Track and document risks and issues across assigned categories
- Facilitate contract management and ensure timely execution
- Manage catalogues and stakeholder relationships across Switzerland and Germany
- Apply procurement best practices across sourcing, negotiation, and systems

Essential Requirements:

- Minimum 2+ years of experience in a similar procurement role, ideally in a global environment
- Proven track record in sourcing, vendor management, and negotiation
- Strong communication skills in English and intermediate proficiency in German
- Experience using SAP Ariba or similar procurement tools
- Analytical mindset with ability to interpret and act on data insights
- Skilled in stakeholder management across various organizational levels

Desirable Requirements

• Prior experience in lab procurement or sourcing scientific consumables

Benefits & Rewards

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. Find out more about Novartis Business Services: https://www.novartis.cz/

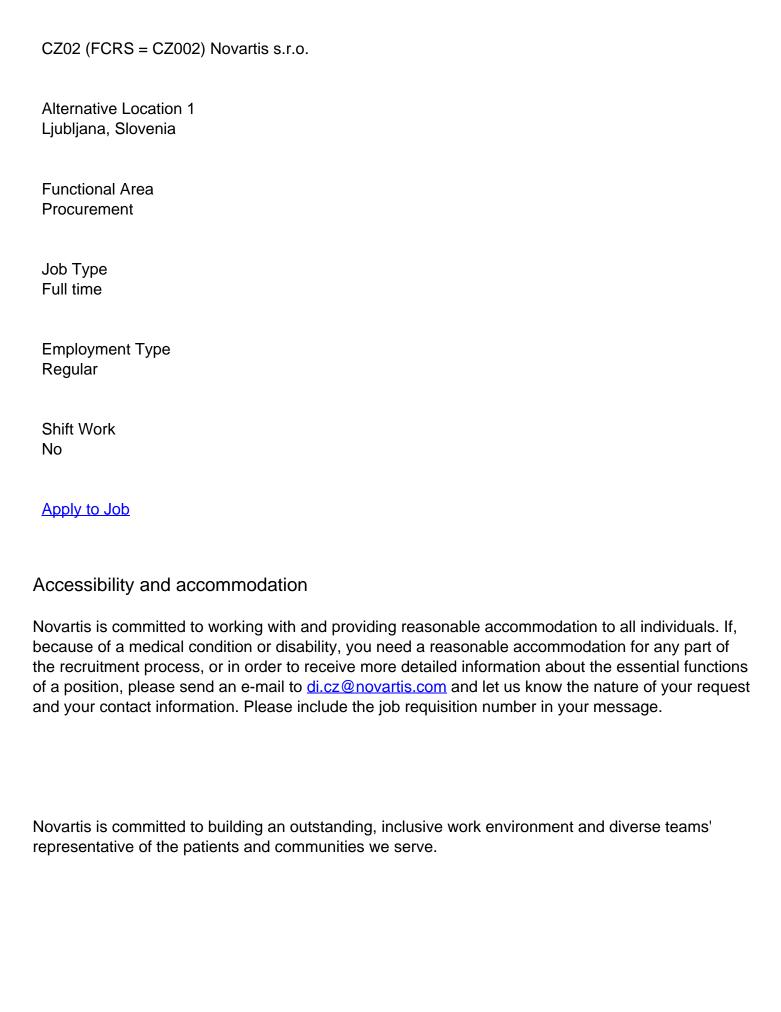
Commitment to Diversity and Inclusion / EEO paragraph:

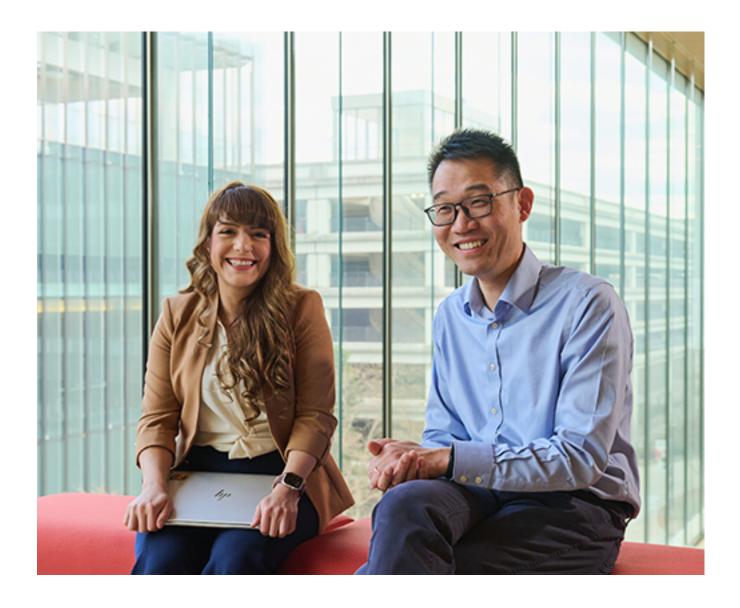
Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

https://talentnetwork.novartis.com/network

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 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
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 Universal Hierarchy Node
地点 Czech Republic
站点 Prague
Company / Legal Entity





Job ID REQ-10054302

Procurement Specialist with German

Apply to Job

Source URL:

https://www.novartis.com.cn/careers/career-search/job/details/req-10054302-procurement-specialist-

List of links present in page

- 1. https://www.novartis.cz/
- 2. https://talentnetwork.novartis.com/network
- 3. mailto:di.cz@novartis.com
- 4. https://www.novartis.com/about/strategy/people-and-culture
- 5. https://talentnetwork.novartis.com/network
- 6. https://www.novartis.com/careers/benefits-rewards
- 7. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement-Specialist---Lab-Supplies-Consumables-ServicesREQ-10054302
- 8. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement-Specialist---Lab-Supplies-Consumables-ServicesREQ-10054302