

## 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:</b>

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.

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

CZ02 (FCRS = CZ002) Novartis s.r.o.

Alternative Location 1  
Ljubljana, Slovenia

Functional Area  
Procurement

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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