

## Procurement Specialist with Spanish

Job ID  
REQ-10055813

6月 25, 2025

Czech Republic

### 摘要

Location: Novartis, Prague, Czech Republic #LI-Hybrid

Would you like to make a significant impact in the pharmaceutical industry by producing innovative products and aspire for a career progression in Procurement? Join our Procurement team for the region Spain, based in Prague, and become a part of the transformative change in medicine!

#### About the Role:

In the role of Procurement Specialist, you will be responsible for the Marketing and Corporate categories for the Spanish market. You'll support the implementation of the Category Strategy and Annual Category Plan, undertaking projects and initiatives, as well as overseeing Supplier Performance and Innovation. Additionally, you will assist the Category leadership with day-to-day Category management tasks.

## About the Role

### Key Responsibilities:

- Sourcing validation and analysis from business users, country procurement organization or category managers, like direct users on correct buying (content streams) channels if required.
- Supplier selection, requested risk analysis performance verification and update.
- Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Negotiations after the eSourcing event closure to reach the most competitive prices. Bids examination and sourcing summary sheet (outcome) completion. Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.
- Contract preparation. Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation. Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic). Contract archiving in the global standard contract management system.
- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).

### Essential Requirements:

- University/Advanced degree in Business Administration/Economics/Finance/Statistics or similar.
- Minimum 2 years of experience of working in a global environment, ideally within Procurement or in a similar position.
- Excellent Spanish and English language skills.
- Experience in activities such as sourcing, managing vendors, negotiations.
- Experience in the usage of SAP Ariba or other sourcing tools.
- An analytical mindset with the ability to interpret data effectively.
- Ability to manage stakeholders at various levels.
- Problem solving abilities with a pro-active approach.

### Desirable Requirements:

- Additional languages as French or Italian are a plus.

### 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>

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

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