

Business Data Migration Expert - Procurement (maternity leave cover- 1 year)

Job ID
REQ-10057549

7月 16, 2025

Czech Republic

摘要

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Business Data Migration expert for Procurement (Direct and Indirect) on LDC ERP program ensures data is delivered according to global/deployment/country requirements and timelines and responsible for data migration activities in a deployment (above-country) for Data objects in his/her scope. The data includes but is not limited to Vendor master, PO, PR, SL, PIR in both Direct and Indirect Procurement. Acts as the functional SPoC for data migration on the assigned objects for a given release.

About the Role

Key Responsibilities:

- Perform or ensure data cleansing tasks are completed on time . Complete data collection for manual/construction objects on time
- Work together with IT counterparts to prepare value mappings. Create and maintain master lists if applicable for assigned objects
- Provide business insights and information to technical teams for extraction and conversion from the legacy system(s) for assigned data objects
- Work together with IT team and country Business Data Owners to identify objects in scope for country
- Ensure data readiness & verify quality throughout data journey for assigned data objects
- Verify that data is fit for purpose (incl. alignment with internal/external stakeholders)
- Approve upload files before and after load for all assigned data objects (including formal approval)
- Perform manual (type-in) data loads into target clients where applicable for assigned objects
- Perform dual maintenance. Execution and approval of data verification scripts
- Act as SPoC for assigned objects as part of defect management process during Hypercare

Key Performance Indicators / Measures Of Success

- Data Cleansing completion for relevant data objects on project(s) within the region based on given data migration schedule
- Data Loads completion for relevant data objects on project(s) within the region based on given data migration schedule
- All major issues related to data quality for relevant data objects resolved based on given project(s) schedule

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.

What you ' ll bring to the role:

- Bachelor or Master degree preferred. Fluent English
- 5+ years in country & global roles (ERP project implementation experience preferred). Good communication and negotiation skills, good stakeholder management
- Strategic and hands on way of working (running meetings, tracking progress, managing issues). Strong Excel Skills
- Strong knowledge about the Direct and Indirect Procurement business processes in the area of Material management, Vendor master, Supplier Contracts, PO lifecycle.
- Data Migration experience preferred

You ' ll receive:

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 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <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 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>

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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

CTS

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

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