

## Country Procurement Buyer

Job ID  
REQ-10059129

8月 27, 2025

Malaysia

### 摘要

The role is responsible for supporting Country Procurement Managers across the Asia Cluster in the execution of category strategies and annual plans. This includes driving key projects and initiatives, managing supplier performance and innovation, and contributing to the effective implementation of procurement objectives. The position also provides day-to-day support to Category Leadership in all aspects of category management.

### About the Role

Major accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Country/Regional/Global Category Lead.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate

- Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Country/Regional/Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution.
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

#### Minimum Requirements:

#### Work Experience:

- Bachelor ' s degree in Business, Supply Chain, or related field (Master ' s preferred).
- 2+ years in procurement or supply chain roles, preferably in a multinational setting.
- Experience with digital platforms like Ariba.
- Strong analytical, negotiation, and project management skills.

#### Languages :

- Fluency in English; additional local language(s) preferred

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部门  
Operations

Business Unit  
Universal Hierarchy Node

地点  
Malaysia

站点  
Selangor

Company / Legal Entity  
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area  
Procurement

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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