

Procurement Specialist - Procurement Technical Operations

Job ID
REQ-10059490

8月 11, 2025

Czech Republic

摘要

Novartis Procurement Specialists play a key role in the Procurement organization, supporting the execution of Indirect Category Strategies and the Annual Category Plan across multiple manufacturing sites in Western Europe. They drive Source-to-Contract initiatives, manage supplier and stakeholder relationships, and promote performance, process excellence, and innovation. Buyers work closely with country Procurement Managers to support daily category management activities.

About the Role

Major accountabilities:

- Supporting the development of the Category Strategy and the Annual Category Plan.
- Implementing the sourcing business plan in alignment with the category strategy, supporting the achievement of category targets, and contributing to savings delivery where applicable. Additionally, aggregate category-level data across divisions to support the Procurement

decision-making process.

- Supporting the collection of supplier, market, category, and internal business data at both category and sub-category levels.
- Assisting the analysis and coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Category Lead.
- Supporting the tracking and documentation of risk and issue management for the category.
- Facilitating contract management and execution.
- Applying key concepts and process in one or more procurement areas –such as category management, negotiation, contracting, procurement systems, project management, 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:

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations or equivalent operations.
- Experience in Spend reporting, analysis and optimization.
- Experience with eSourcing tools.
- Good understanding of operations and business culture of multinational company.
- High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Curious mind and high motivation to learn.

Languages :

- English.
- Fluency in another European language (e.g., Dutch or French) would be an advantage.

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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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.

Functional Area
Procurement

Job Type
Full time

Employment Type
Regular

Shift Work
No

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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.

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



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