

PMO Global procurement Real Estate and Facilities Management

Job ID
REQ-10060157

8月 14, 2025

Mexico

摘要

The role is accountable for partnering with a global Procurement tower to manage a project portfolio, developing procurement vision and strategy, mapping the value chain, understanding cost models, and leveraging expertise in market trends and internal processes to derive innovative strategies.

About the Role

- Planning, organizing, and managing projects, embracing and shaping change, and applying systematic change management methods to facilitate change.
- Responsible for building the Networking Framework, promoting shared rules of engagement, centralizing and maintaining knowledge base for assigned categories, standardizing regulatory documentation, and ensuring effective management of supplier relationships.
- Managing data analysis such as analyzing spend, demand, supply markets, and competitors. Extracting and consolidating information to fact-based insights for further usage, e.g., in category strategies.

- Ability to navigate procurement tools, expertise in procurement data structure, and maintaining and updating procurement applications. The role is also responsible for continuous improvement of procurement content and automation. Helping define and implement procurement tools and processes, balancing business needs with company strategy, and working with stakeholders to identify cost-effective ways to achieve business objectives.
- Achieving results by proactively building long-term, sustainable, and effective relationships, understanding the stakeholder landscape, business, targets, organization and footprint within Novartis, and demonstrating political astuteness across business structures and networks, providing supplier management training and expertise leading to improvement and transformation activities.
- Support contractual agreement when appropriate. Participating in and/or leading financial discussions and applying financial knowledge in the budgeting process, tax aspects in sourcing strategies, and structuring deals with partners.
- Supporting reports to determine appropriate compliance levels, monitoring end-to-end compliance, and applying risk management processes including identifying and evaluating risks, and defining and executing risk mitigation plans.

Minimum Requirements:

- University/Advanced degree is required. Master ' s Degree/other advanced degree (desirable)
- 5-10 years of relevant business experience (industry-specific experience).
- Excellent spoken and written English
- Strong project management experience.
- Effective communication. Finance Management
- Data driven. Be able to deliver solutions using data analytics
- Experience in managing diverse teams.

Key performance indicators:

- performance in accordance with defined KPIs -Value Delivery (Financial) & Customer Delivery (service Provision)

Work Experience:

- Collaborating across boundaries.
- Cross Cultural Experience.
- Major Change.
- Organization Scope; Scale and Complexity.
- Operations Management and Execution.
- Representing the organization.
- Project Management.

Skills:

- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Negotiating.
- Root Cause Analysis And Problem-Solving.
- Vendor Management.

Languages :

- English.

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

CTS

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Procurement

Job Type
Full time

Employment Type
Regular

Shift Work
No

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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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