

Purchasing Manager

Job ID
REQ-10060555

8月 20, 2025

Kazakhstan

摘要

Provide purchasing expertise to ensure the timely provision of services for effective and efficient maintenance Novartis EM, including questions related to corporate cars, procurement procedures, contract management, ensure purchasing compliance and take lead of various corporate events.

About the Role

Major accountabilities:

- Coordinate and supervise the office maintenance
- Planning of the office needs and management of contracts with all contractors for the provision of services in order to ensure cost-effective and smooth implementation;
- Relocation of staff and visitors, coordinating placement of new staff in consultation with the managers of departments and in accordance with the approved plans;
- Monitor and participate in the process of inventory count;

- Participation in the vendor selection process;
- Ensure proper compliance level of purchasing process and according to NFCM;
- Engage with Global Procurement Team for all relevant contracts;
- Communicate and negotiate with the Landlord concerning office/building maintenance;
- Monitoring the payments of rent and office services, including a reconciliation of accounts;
- Management of contracts with suppliers / providers; find economical sources of service delivery;
- Verification and approval of the accounts for the services performed;
- Corporate Projects coordination
- Perform other tasks of the company management

Key performance indicators:

- Understanding and compliance of the company policies and procedures;
- Timely organize procurement cycle including negotiation with vendors, contract review and sign across EM;
- Timely Support and consultation of business owners in EM;
- The ability to address emerging issues quickly, promptly and efficiently;
- Ability to work constructively in a multicultural environment and in stressful working conditions.

Minimum Requirements:

- Higher education in one of the listed: Managements, Economics, Marketing, Logistics Procurement
- 2-4 years in the procurement or administrative services or organizational coordinator in the related industry
- Understanding of the Procurement principles and process
- Negotiation, communication, presentation skills, advanced MS Office user

Languages :

- Local languages
- English upper intermediate level

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部门

International

Business Unit

Innovative Medicines

地点

Kazakhstan

站点

Kazakhstan

Company / Legal Entity

KZP0 (FCRS = CH024) NPHS Almaty RO Kazakhstan

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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