

## Procurement Intern (W&D)

Job ID  
REQ-10061405

9月 04, 2025

China

### 摘要

To be used only for Intern or Student positions. Please enter specific details in the Additional Specifications Details field

### About the Role

#### Main Responsibilities:

- Closely manage daily procurement tracking activities for End-to-End SCM operation service.
- Deal with W&D Procurement operation from KEY stakeholders covering APAC Region incl. China & Japan in priority, and gradually extended to Global biz support. Strictly monitor the supplier profile, master data, contract management, sourcing projects and saving plans to improve operation efficiency.

- Play an active role as Regional Stakeholder Liaison, focal point for data consolidation and analysis. Promptly report Exception/Alert activities via IT tools with close communication.
- Set up strong mindset of Continuous Improvement on routine operation process; participate in W&D Category SOP development and optimization on regular basis.
- Familiar with system transaction like AGB/SLP/MDG/S360/EPRM etc.
- Administrative documentation and filing management; any other work assigned by superiors.

Minimum Requirements:

Administrative work; data analysis

Skills:

- Microsoft APP skills; Communication Skills

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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  
Universal Hierarchy Node

地点  
China

站点  
Shanghai (Shanghai)

Company / Legal Entity  
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area  
Others

Job Type  
Full time

Employment Type  
Early Career (固定期限)

Shift Work  
No

[Apply to Job](#)



Job ID  
REQ-10061405

Procurement Intern (W&D)

[Apply to Job](#)

---

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10061405-procurement-intern-wd-zh-cn>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://platform.moseeker.com/m/customize/page/novartis?jobnumber=REQ-10061405>
5. <https://platform.moseeker.com/m/customize/page/novartis?jobnumber=REQ-10061405>