

## Procurement Associate

Job ID  
REQ-10061442

9月 09, 2025

Czech Republic

### 摘要

Location: Novartis, Prague, Czech Republic #LI-Hybrid

#### About the Role:

As Procurement Associate, you ' ll be responsible for specific purchasing activities, provide support and assist more experienced colleagues on Procurement activities for high-impact projects in UK & Ireland – all from our vibrant Prague hub. You ' ll work under close supervision, and you ' ll learn all about procurement activities with a focus on corporate categories and/or marketing category.

This is your opportunity to influence global operations, learn from senior colleagues, grow with the team, and bring innovation to life in a company that ' s reimagining medicine.

#### About the Role

## Key Responsibilities:

- Support implementation of sourcing business plan for area of responsibility.
- Provide administrative support in the development of Category targets.
- Provide support, under close supervision, for the development of the Annual Category Plan.
- Assist the consolidation of information and reporting to inform the Procurement Balanced Scorecard.
- Perform various administrative tasks related to 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.
- Provide administrative support for contract management and execution.
- Manage ad hoc reporting requests. Contribute to vendor audit requests and facilitate corrective action plans
- Developing know-how of applied practice, concepts and process in one or more procurement disciplines.

## Essential Requirements:

- Bachelor ' s / Advanced degree in business administration, logistics, supply chain management, legal background or similar.
- Having first working experience within preferably a global company, ideally within procurement, finance, logistics, supply chain or similar.
- Excellent communication skills in English.
- Being able to analyze data and work with Excell (pivot tables).
- Team player, collaborator and ability to work in virtual teams and with remote stakeholders.
- Motivated to manage stakeholders and lead negotiations with suppliers in future.
- Curious mind and high motivation to learn.

## Desirable Requirements:

- Experience with SAP Ariba and sourcing tools would be beneficial.

## Benefits & Rewards

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

## Commitment to Diversity and Inclusion / EEO paragraph:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams

representative of the patients and communities we serve.

<https://talentnetwork.novartis.com/network>

Accessibility and accommodation:</b>

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](mailto: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.

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  
CTS

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

[Apply to Job](#)

## 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](mailto: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.



Job ID  
REQ-10061442

## Procurement Associate

[Apply to Job](#)

---

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10061442-procurement-associate>

List of links present in page

1. <https://www.novartis.cz/>
2. <https://talentnetwork.novartis.com/network>
3. <mailto:di.cz@novartis.com>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://talentnetwork.novartis.com/network>
6. <https://www.novartis.com/careers/benefits-rewards>
7. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement-AssociateREQ-10061442-1>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Procurement->

AssociateREQ-10061442-1