

Procurement Specialist

Job ID
REQ-10065764

11月 03, 2025

Malaysia

摘要

#LI-Hybrid
Location : Selangor, Malaysia

To support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation with the day-to-day activities of Category management.

About the Role

Key responsibilities :

- Support the development of the Annual Category Plan and overall Category Plan.
- Implement the sourcing business plan within the area of responsibility, deploying actions to

meet objectives.

- Support the calculation of Category targets and directly contribute to the delivery of defined cost savings targets where appropriate.
- Support 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, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Support the tracking, documentation, and mitigation of risks and issues for the category.
- Facilitate contract management and execution
- Strong knowledge of procurement processes and concepts across multiple disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).

Key performance indicators:

- Achieve or exceed defined cost savings and value capture targets (Financial).
- Measure the effectiveness and efficiency of service provision and internal stakeholder satisfaction. (Service Provision)

Essential Requirements:

Work Experience:

- Minimum Bachelor's degree in any related field.
- At least 5 years of relevant working experience in procurement.
- Proven ability to operate effectively within an organization of significant scale and complexity
- Demonstrated experience in collaborating across boundaries (geographies and divisions)
- Experience in operations management and execution, ensuring efficiency and delivery against targets
- Comfortable acting as a representative of the organization in dealing with external partners
- Strong Negotiating Skills.
- Ability to conduct Root Cause Analysis and Problem-Solving.
- Proficiency in Vendor Management.
- Ability to conduct Internal and External Customer Needs Analysis.

Languages :

- English.
- Proficiency in Mandarin is an asset

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部门

Operations

Business Unit

Universal Hierarchy Node

地点

Malaysia

站点

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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