Buyer (Mandarin speaker)

Job ID
REQ-10070063

1   28, 2026

Malaysia

#LI-Hybrid
Location : Selangor, Malaysia
The Buyer is responsible for the execution of bidding and contracting activities for/in support of assigned countries/categories according to the defined buying processes, information sharing across countries/categories to leverage best practices. The role also provides analytics and prepares reports, contributes to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk. The role supports data quality management within Procurement function according to the defined processes to identify opportunities and to support continuous improvement, assures the delivery of services according to defined KPIs and Service Levels.

About the Role

Key Responsibilities :

Sourcing activities

- End to end sourcing activities support as per procurement guideline and category strategies

- Activities scope and sourcing plan definition, opportunity analysis.

- Supplier selection, requested risk analysis performance verification and update.

- Supplier scoring criteria definition and documentation preparation for competitive bidding event

- Inputs collection and sharing to category managers on overall category strategy.

- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.

- Document and communicate final award decision:

- Negotiations after the eSourcing event closure to reach the most competitive prices.

- Bids examination and sourcing summary sheet (outcome) completion.

- Recommendation to award and informing suppliers on competitive bidding results.

- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.

- Report productivity as per Procurement guidelines and support measurements / activities to improve. defined KPIs:

- Savings identification and achievement through competitive bidding process.

- Baseline and savings methodology definition for in-scope categories.

- Savings calculation and tracking.

- Identification and initiation of continuous improvement activities through analysis of historical events, performance and trends.

· Contracting activities

- Contract preparation:

- Contract drafting based on agreed templates.

- Full terms and conditions or contractual terms negotiation.

- Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic).

- Contract archiving in the global standard contract management system.

- Post signature contract management

- Contracts search and reporting.

- Contracts check against defined procedures (e.g. amendments stored correctly).

- Monitoring and identification of expiring contracts, initiating process for contract extension or competitive bidding.

- Termination strategy definition and contracts termination management

- Business support with unsolved delivery issues (escalation point).

- Suppliers' performance review coordination for key local suppliers.

· Other activities:

- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).

- Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure transparency and consistency on various performance metrics.

- Support users with documentation required to submit purchase requests.

Essential Requirements :

- Minimum Bachelor's degree in any related field.
- At least 2 years of relevant working experience in purchasing, procurement or any related field.
- Able to communicate (verbal & written) in Mandarin & English as this is required to support the respective markets.
- Proficient in systems like SAP, Ariba, Microsoft Excel etc.
- 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.
- Proficiency in Vendor Management

Commitment to Diversity and Inclusion / EEO

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

representative of the patients and communities we serve.

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

Operations

Business Unit
Purchasing & Sourcing

Malaysia

Selangor

Company /Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (197101000054)

Functional Area
Procurement

Job Type
Full time

Employment Type

Shift Work
No

function adjustKalturaPlayer() { var deviceWidth = window.innerWidth || document.documentElement.clientWidth || document.body.clientWidth; var mediaElement = document.getElementById("kalturaplayer697eefaae3fb6811857139"); var mediaContainer = mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px"; var originalWidthValue = parseFloat(originalWidth); var originalHeightValue = parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; //Get computed styles of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var finalWidth = parseFloat(parentStyles.width); if (finalWidth var config = { targetId: "kalturaplayer697eefaae3fb6811857139", provider: { widgetId: "1Om7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: O }, plugins: { download: { disable: true }, "playkit-js-transcript":{ position: "right", //Default bottom;(' left' , ' right', ' top' , 'bottom') to enable transcript expandMode: "over", //Default alongside;(' alongside', ' hidden' , 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable: true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [{ presets: ['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get: KalturaPlayer.ui.components.Remove }] }; config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true }; config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true }; config.ui.uiComponents = []; config.plugins.googleTagManager = {}; config.plugins.googleTagManager.customEventsTracking = {}; config.plugins.googleTagManager.containerId = 'GTM-57RJQ5'; config.plugins.googleTagManager.customEventsTracking.custom = []; config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents: false, playlistEvents: false, castEvents: false } };

try { var kalturaPlayer = KalturaPlayer.setup(config); //Add the player to the global array. if (typeof kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } //Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => { setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) { players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => { players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause === 'function') { otherPlayer.pause(); } }); }); }); } } catch (e) { console.error(e.message) }

VIDEO

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