

# Senior Buyer - Indirect TechOps (Japanese Speaker)

Job ID  
395169BR  
Jul 01, 2024  
Malaysia

## Summary

The Senior Buyer will be responsible for multiple categories in one country or one cross divisional category in one country part of the Category aligned teams. May lead the delivery of individual projects defined as part of the Annual Category Plan; to focus on project delivery with activities including requirements gathering, market analysis, qualifying and selecting suppliers with the relevant Business Partners and stakeholders, as well as non-sourcing projects such as demand management and process improvement.

## About the Role

### Your Responsibilities:

Your responsibilities include, but not limited to:

- Sourcing validation and analysis from business users, country procurement organization or category managers:
- Direct users on accurate buying (content streams) channels if required.
- Engage category teams where defined thresholds are met.
- Activities scope and sourcing plan definition, opportunity analysis.
- Supplier selection, requested risk analysis performance verification and update
- 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).
- 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 clarity and consistency on various

Commitment to Diversity & Inclusion: :

*Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.*

Role Requirements :

### What you'll bring to the role:

- University/Advanced degree in Business Administration/Economics/Engineering is required.
- > 5 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations or equivalent operations.

- Experience in reporting & sophisticated analytical and presentation tools.
- Experience in Spend reporting, analysis and optimization.
- Experience with eSourcing tools.
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote collaborators.
- Experience in supporting clients directly / leading Collaborators.
- High confirmed interpersonal, communication & negotiation and skills.
- Sophisticated Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Proficient spoken and written English and Japanese.

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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

**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?

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**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:

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Division

Operations

Business Unit

Innovative Medicines

Location

Malaysia

Site

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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1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Selangor/Senior-Buyer---Indirect-TechOps--Japanese-Speaker-\\_395169BR](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Senior-Buyer---Indirect-TechOps--Japanese-Speaker-_395169BR)
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