

# Process Engineer

Job ID  
REQ-10010895  
Jun 17, 2024  
Japan

## Summary

-To establish and maintain effective measures to monitor and ensure that the global process is fully and consistently implemented across the regions and within the countries. Lead operations and continuous improvement reviews to define and implement actions and projects to continuously enhance the process effectiveness and efficiency.

## About the Role

### Major accountabilities:

- Manage the creation, deployment and on going maintenance of metrics and benchmark to monitor the performance of the global process and its enabling system (s).
- responsible for the management of the end-to-end procurement process by enabling globally defined solutions and driving the local adoption in order to achieve Sourcing excellence -Support the process super user community, ensuring regular engagement, training (including process and tool demo) and collection of feedback.
- Provide guidance and support to the regions and countries and identify areas requiring process and systems reviews.
- Coordinate and support process reviews in the regions and countries and provide direction to develop and implement action plans to address identified gaps.
- Support the execution of the region or countries performance improvement plans.
- Champion specific projects and change management activities to fully establish and continuously improve the process.
- Facilitate the discussion with key stakeholders, within procurement and with other functions, to identify opportunities and to drive full process adoption.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Value Delivery (Financial) -Customer Delivery (Customer Satisfaction) -Communication / Change Management -Effectiveness & Efficiency (Process Improvement & Compliance) -Level of standardization,harmonization and reliability of the process and enabling system(s)across Novartis.
- Implementation of process improvements is accordancewith agreed plan and budget

### Minimum Requirements:

### Work Experience:

- Fix-its/Turnarounds.
- Cross Cultural Experience.
- Major Change.
- Project Management.
- Representing the organization.
- Collaborating across boundaries.

**Skills:**

- Effective Communication.
- Understanding Digital.

**Languages :**

- English.

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Division

Operations

Business Unit

Innovative Medicines

Location

Japan

Site

Sasayama

Company / Legal Entity

JP99 (FCRS = JP005) Ciba-Geigy Ltd.

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Please include the job requisition number in your message.

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