

# Buying Channels Enablement Specialist

Job ID  
REQ-10011764  
Jun 18, 2024  
India

## Summary

To be responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

## About the Role

Job Title : Buying Channels Enablement Specialist

Location : Hyd #Hybrid

## Job Description:

We are seeking a Buying Channels Enablement Specialist to help us reach twice as many renal patients twice as fast. In this role, you will be responsible for being the primary point of contact in our customer centric model, engage and identify shared priorities and meet customer's needs through problem-solving techniques in order to improve patient outcomes.

This role will work directly with the Procurement Operational Excellence team and reports to the Global Process Lead Buying Channels

## Key Responsibilities:

- **ROLE PURPOSE**-The Content Enablement Specialist drives the identification and execution of content enablement projects (e.g. Catalogs or e-Forms) that will increase the % of hands free procurement.
- Set-up and enable procurement content, such as e-catalogues, inquisitive forms and connections to content marketplaces and external tools. Perform analysis of content coverage and quality.
- Maintain procurement content - Maintain and perform Procurement content updates. Conduct periodic reviews to ensure accurate and up-to-date content, e.g. by identifying expiring catalogues.
- Provide support in Procurement content activities and Act as a key contact for all questions and queries around Procurement content. Align with responsible contacts in case of required content updates, approvals or discrepancies.
- Hands-On to application of total cost of ownership and should cost modelling. Impactful strategies, supporting execution of category objectives, working with analytical data, business partners and market expertise.

- Understanding the respective category market levers, trends, and main players as well as internal processes and Compliance & risk management: Compliance & risk management: understanding the critical metrics, processes and supporting reports.
- Supplier lifecycle management and supplier performance management. Procurement tools and ability to navigate them. Procurement data structure and procurement classification system for material, services, and suppliers.

#### Essential Requirements:

- 2-5 years of experience of working in a global environment in a similar position and Proficiency in procurement software and tools (e.g., SAP Ariba, Coupa).
- Experience in SAP Ariba Guided Buying, Procurement operations and sourcing. content enablement (catalogs, forms), SAP Ariba Guided Buying.
- Experience in reporting & analytical tools (MS Access and MS Excel, Power BI experience will be an advantage), managing projects.
- Seeking the new, enabling creativity and turning ideas into action and Communicating clearly in writing and verbally. Conveying messages to customers at different level, engaging and convincing partners.
- Procurement content (e.g. in contracts) and maintaining and updating Procurement applications accordingly (e.g. e-catalogs, user portal). Continuous improvement of procurement content and automation.
- Hands on to Planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; applying software and tools to plan, track and report status.

#### Desirable requirements:

- Hands on to procurement content (e.g. in contracts) and maintaining and updating Procurement applications accordingly (e.g. e-catalogs, user portal). Continuous improvement of procurement content and automation.
- Strong analytical and problem-solving skills and experience with e-procurement platforms and other procurement technologies.

## 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! safely

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

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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? <https://www.novartis.com/about/strategy/people-and-culture>

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Division

Operations

Business Unit

CTS

Location

India

Site

Telangana

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

India

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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