

# Buyer - Corporate Spend

Job ID  
REQ-10014540  
Jul 11, 2024  
Czech Republic

## Summary

To be responsible for one category or sub-categories in WEC & SERCE Procurement Organization, manage the source to contract activities, support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the WEC & SERCE countries with the day-to-day activities.

## About the Role

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### Key Responsibilities:

- Sourcing validation and analysis from business users, country procurement organization or category managers, like direct users on correct buying (content streams) channels if required. Engage category teams where defined thresholds are met.
- Supplier selection requested risk analysis performance verification and update.
- Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- 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.
- 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.

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

### **Key Requirements:**

- Bachelor's degree
- CIPS qualification, or an equivalent credential is preferred.
- Minimum of two years' experience in procurement, either as a Buyer or in a comparable role, is required.
- Professional level of English both written & spoken
- Negotiating skills, vendor management

### **You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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### **Accessibility and accommodation:**

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Division

Operations

Business Unit

CTS

Location

Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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