

# Senior Buyer - Primary Freight (m/f/d)

Job ID  
REQ-10015916  
Jul 22, 2024  
Poland

## Summary

Location: Warsaw, Poland #LI-Hybrid Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. As a Senior Buyer for Primary Freight, you will be working closely with Procurement Manager for Warehouse and Distribution – you will be responsible for Sea and Road Freight categories. In the role you will be responsible for the collection of supplier, market, category and internal business data and information. You will ensure the delivery of measurable value for Novartis, through alignment of business requirements, strategic sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk.

## About the Role

### Key Responsibilities:

- Deliver End-to-End sourcing; not limited to tendering and contracting activities, including post signature contract management (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; contract archiving in the global standard contract management system).
- You will collect supplier, market, category and internal business data; perform complex matter and vendor level spend analysis; coordinate and collaborate with category to ensure clarity and consistency on spend and savings data; manage preferred supplier roster, incl. creating and monitoring SLAs, conducting regular performance reviews etc.
- You will be implementing projects across your categories & functions, support stakeholder alignment and customer satisfaction.
- Accountable for productivity/cost efficiency targets for your area.
- You will be a key contact person for stakeholders (internal, suppliers etc). You will build effective relationships of mutual trust and understanding with key suppliers or other stakeholders.
- You will lead sourcing plan development and implementation for your area of responsibility through change planning, negotiation, contract development, etc.
- Support management by providing analytics and tracking matter specific metrics, prepare ad-hoc reports for customers and the category team.

### Essential Requirements:

- University degree in Business Administration, economics, finance or similar is required.
- Minimum 3 years of experience within supply chain, logistics and/or procurement. Minimum 5 years of experience of working in a global environment in a similar position are advantage, preferably more.
- Excellent spoken and written English is a must.
- Good understanding of International Transport, Incoterms, Customs Processes, Transport Management.

- High ability to interpret data across your scope and to compare, prepare and evaluate different scenarios. Ability to work on big data sheets.
- Supply chain project management skills.
- Excellent communication and stakeholder management skills.
- Advanced analytical & conceptual thinking, organizational skills, results oriented and proactive.

**Desirable Requirements:**

- Accountability, hands-on mentality and ability to quickly learn and understand and react on data from multiple sources.

**Commitment to Diversity and Inclusion:**

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>

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Division  
 Operations  
 Business Unit  
 Innovative Medicines  
 Location  
 Poland  
 Site  
 Warsaw  
 Company / Legal Entity  
 PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.  
 Functional Area  
 Procurement  
 Job Type  
 Full time  
 Employment Type  
 Temporary (Fixed Term)  
 Shift Work  
 No  
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