

Senior Manager Vendor Management

Job ID
REQ-10015970
Nov 07, 2024
India

Summary

About the Role:

The role is responsible to support the definition of the Vendor Management strategy for PS&T services, facilitate and maintain relationships between PS&T and vendors, negotiating contracts, ensuring vendors meet performance and compliance standards, and support identifying the best available vendors. The role also manages and delivers continuous improvements and innovation activities in close collaboration with value stream teams, business stakeholders and vendors to drive efficiency and cost savings.

About the Role

Major accountabilities:

- Lead vendor governance framework and supplier review processes; drive vendor consolidation at global and local level in collaboration with Value Streams and Procurement
- Facilitate creation and maintenance of master service agreements' overview, supervise expiry dates, and handle prolongation in alignment with PS&T Leadership, and contribute to decision-making process
- Supervise and review vendor costs/payments in coordination with Procurement, BPA and vendors to ensure all invoices raised and paid in accordance with vendor agreements; perform budget reviews, reconcile invoices and facilitate PO close-out processes; initiate service credits in justified cases
- Cultivate and maintain relationships with vendors across various levels (Global/Regional/Country) in collaboration with Value Stream teams and Procurement
- Define, measure and report Key Performance Indicators (critical metrics) for vendors; ensure vendors meet service quality and service level standards in their service delivery
- Lead the development and execution of key vendor risk management activities
- Resolve supplier performance and governance issues; handle customer concerns
- Develop outside-in approach to bring back insights and learnings from vendors in order to optimize service delivery or other enablement functions
- Lead improvement and innovation activities, collaborating with Procurement, business customers, and suppliers to enhance operational efficiency and effectiveness
- Handle the performance and talent development of direct reports within the Vendor Management team

What you'll bring to the role:

- Bachelor/Master degree (Master degree is preferred) in HR/ Accounting/Finance Business or related field is preferred
- 10+ years professional experience in HR Operations, Procurement or Finance
- Experience in vendor management, preferably within HR Operations

- Cross-functional and cross-culture experience
- Relationship and stakeholder management

Desirable Requirements:

- Good written and oral communication skills
- Influencing and negotiation skills
- Project and contract management skills
- Problem solving and analytical skills with excellent reporting capabilities

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>

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:

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

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

People & Organization

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities.

If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to

diversityandincl.india@novartis.com and let us know the nature of your request and your contact information.

Please include the job requisition number in your message.

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

Job ID
REQ-10015970

Senior Manager Vendor Management

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10015970-senior-manager-vendor-management>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Senior-Manager-Vendor-Management_REQ-10015970
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Senior-Manager-Vendor-Management_REQ-10015970