

# P2P Global Key Supplier Coordinator

Job ID  
REQ-10018665  
Aug 15, 2024  
Czech Republic

## Summary

To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

## About the Role

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To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

### Key Responsibilities:

- Lead the team to provide support to operational team, working with NTO teams in country
- Drive standardization for the NTO indirect spend categories while boosting efficiency and performance
- Provide expert input to review, assess and approve purchase orders for all indirect categories define standards governance model
- Coordination and introduction of process changes / improvements
- Provides timely guidance and customer-oriented support for incoming queries and issues from Novartis stakeholders
- Improve synergies across operations centers, sites, procurement and finance focused on standardization of items purchased, of processes and of suppliers.
- Contribute on project selection, scope, definition, and performance to ensure alignment with business strategy from P2P perspective
- Interacts proactively with all necessary functional areas of the NGSC to ensure appropriate accounting and financial practices and reporting
- Continually evaluate solutions for quality& business impact with respect to P2P for NTO in close collaboration with Global Process Lead
- Lead the knowledge management process (within and outside NGSC) including the development of user manuals, work instructions, knowledge bases, FAQs, etc. sharing best practices within the team
- Monitor the overall performance of the team to achieve SLAs

## Key Requirements:

- University level degree in Business Administration/ Economics/Finance or MBA desirable
- PMP /Lean Six Sigma Certified
- Relevant experience in similar position
- Knowledge of Accounts payable processes
- Knowledge of E2E P2P process on production plants is a strong advantage
- SAP Knowledge
- Demonstrated ability to work effectively in a multi-national, matrix organization • Proven skills of activity coordination and prioritization

## 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/>

## Benefits and rewards:

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## Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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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**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>

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

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