

# PS&S Vendor Management Partner

Job ID  
REQ-10018731  
Aug 15, 2024  
India

## Summary

This is a global role to support P&O Services & Solutions in handling vendors; leading Vendor Relationship and governance to ensure smooth delivery as per contractual commitment and Novartis expectations. Building, maintaining, and strengthening mutually-beneficial supplier relationships that drive company success. This success can have multiple definitions, e.g. lowering business costs, increasing output, or driving product innovation.

## About the Role

### Location: Hyderabad #LI Hybrid

#### About this role:

This is a global role to support P&O Services & Solutions in handling vendors; leading Vendor Relationship and governance to ensure smooth delivery as per contractual commitment and Novartis expectations.

#### Your responsibilities include but not limited to:

- **Relationship Management:** Achieving results by proactively building long-term, sustainable, and effective relationships, understanding the customer landscape, business, targets, organization and footprint within Novartis. Build and maintain good relationships with already approved old and new vendors.
- **Vendor Selection/onboarding:** Support for reviewing the RFI and RFPs, Change Order/request, TPRM process for vendor on-boarding and re-assessment.
- **Change Management:** This involves transition of projects, embracing and shaping change, and applying systematic change management methods to facilitate change.
- **Vendor Governance:** Support Value Streams for vendor governance, customer concern, handling issue log, organizing internal and vendor review meetings.
- **Service controls:** Assessing vendor services to ensure that they meet the standards of contractual agreements.
- **Financial Management:** Participating in financial discussions and applying financial knowledge in Purchase Order and invoice controls, cost
- , tax aspects and monthly/quarterly/annual spend tracking. Set up and maintain budget dashboards to track spending at all levels.
- **KPI tracking :** Provide supplier performance analysis and advice as requested to inform the top down target setting process. Initiate and monitor supplier performance management activities, including regular reviews, and develop, apply and report against supplier scorecards. -Maintain consistent supplier KPI

definition and tracking, based on the supplier segmentation, escalate supplier performance issues and ensure that these are addressed in a timely and efficient manner. -Ensure consistency of approach to supplier segmentation, based on the Novartis SP and I Framework.

### **Minimum Requirements:**

#### **Work Experience:**

- Bachelor's degree in Business Management, Business Administration, Supply Chain Management or equivalent.
- 7+yrs of proven experience in vendor management or HR shared services.
- Good communication, negotiation and interpersonal skills
- Experience in Contract lifecycle, relationship management and financial management.
- Decision making and problem-solving skills.

**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>

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>

### **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

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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

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