

Project & Site Procurement Manager

Job ID
REQ-10019438
Aug 18, 2024
China

Summary

Support Novartis Magic factory project to ensure project smooth completion.

About the Role

Key Responsibilities

- Develops and implement project procurement strategy, which is aligned with global strategy and project plan. Work with project team to the facilitate achievement of project and maxim-ize project saving.
- Ensure all procurement activities are in accordance with Novartis Pro-curement policy and procedure, fostering the highest professional and eth-ical standard.
- Engages and manage relationship with project manager and project team.
- Evaluate external supplier to delivery high quality service and goods.
- Identify and set up purchasing project plan according to project timeline, and push project on the time.
- Management supplier selection, Competitive sourcing, purchasing con-tracts, on-board supplier, which secure a continuous competitive position and on-time delivery for project.
- Report Procurement data and progress to project Steering Committee and global, and cooperate with project controller to prepare project cost report.
- Ensure Novartis team member to join the clarification to imported purchas-ing activity, engagement with final decision during purchasing activity
- Implementation and continuous improvement and innovation of pro-curement best practice, system and practice.
- Identify and control procurement risk to be business continuity.

Essential Requirements:

- Bachelor's degree above
- Fluent in oral and written English and Chinese
- 4-5 years purchasing experience in multinational Pharmaceutical Company. Chinese local (pharma) market as beneficial experience

- Large Investment Project purchasing experience.
- Teamwork spirit, Integrity honest, Focus on quality and pay attention to details.
- Good at effective interpersonal communications.
- Customer focus & business awareness.
- Familiar with SAP or other ERP system.

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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Business Unit
Innovative Medicines
Location
China
Site
Changping County (Beijing)
Company / Legal Entity
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd
Functional Area
Procurement
Job Type
Full time
Employment Type
Regular
Shift Work
No
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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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