

# Buyer - Corporate Spend

Job ID  
REQ-10026217  
Oct 18, 2024  
Czech Republic

## Summary

-To be responsible for corporate spend categories in WEC & SERCE Clusters and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category and Sourcing Management.

## About the Role

### Major accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Procurement Leadership Team.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate -Support the aggregation of all Category level data across Clusters/Countries to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution (\$ 70M Annual Spend).
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Effectiveness & Efficiency -Value Delivery (Financial) & Customer Delivery (service Provision)

### Minimum Requirements:

#### Work Experience:

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations or equivalent operations.
- Experience in reporting & advanced analytical and presentation tools.
- Experience in Spend reporting, analysis and optimization.
- Experience with eSourcing tools.

- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders.
- Experience in supporting clients directly / managing Stakeholders.
- High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Strong sense for independence and self-drive.
- Curious mind and high motivation to learn..

**Skills:**

- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Negotiation.
- Root Cause Analysis and Problem-Solving.
- Vendor Management.

**Languages :**

- English.

**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>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

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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