

# Procurement S2C Process Excellence Lead

Job ID  
REQ-10026818  
Oct 30, 2024  
Czech Republic

## Summary

The primary focus of the Procurement S2C Process Excellence Lead is to ensure Process and System governance, delivering standardization and simplification. This role will work closely with the S2C Global Process Owner to provide innovative solutions and strategic guidance, enhancing the efficiency of procurement processes and systems.

## About the Role

### Project Management and Process Improvement

- Lead and manage cross-functional projects aimed at improving the S2C process and systems.
- Develop project plans, timelines, and budgets, ensuring projects are delivered on time and within scope.
- Facilitate workshops and meetings to gather requirements, align stakeholders, and drive project progress.
- Implement best practices in project management to ensure successful project delivery.
- Identify and implement process improvements to enhance efficiency, reduce costs, and improve quality.
- Monitor and report on project progress, risks, and issues, providing regular updates to senior management.

### Data & Analytics and Automation

- Utilize advanced data analytics to monitor system and process performance, identifying trends and areas for improvement.
- Develop and track Key Performance Indicators (KPIs) to measure efficiencies and provide actionable insights.
- Implement automation solutions to streamline S2C processes, reducing manual effort and increasing accuracy.
- Leverage data visualization tools to create dashboards and reports that support decision-making.
- Collaborate with IT and data teams to ensure data integrity and accessibility.

### Process and Systems Guidance

- Provide consultation and guidance on sourcing and contracting processes and activities within the enterprise system.
- Maintain systems' interface, documentation, and templates up to date according to end-user needs.

### Governance

- Utilize Data and Analytics to monitor system and process performance and adoption.
- Conduct periodic checks against defined procedures. Monitor and identify issues or non-compliance

cases to ensure Procurement remediates/stops non-compliance.

- Serve as the escalation point for unresolved delivery issues, providing effective business support.

### Team Support

- Mentor and support more junior team members, providing guidance and sharing expertise.
- Foster a collaborative and inclusive team environment, encouraging continuous learning and development

### Education

- University/Advanced degree in Business Administration, Economics, Finance, Statistics, or related areas.

### Minimum Requirements

- Minimum 8 years of experience working in a global environment in a similar position.
- Extensive experience with S2C procurement processes and operations.
- Strong knowledge of project management and process improvement methodologies.
- Familiarity with SAP (Ariba).
- Proven expertise in data and analytics.
- Root Cause Analysis and Problem-Solving skills.
- Ability to engage with business and influence stakeholders across multiple business units.

### Languages

- Proficiency in English.

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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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