

# Real Estate Category Manager

Job ID  
REQ-10028834  
Nov 20, 2024  
Czech Republic

## Summary

The Real Estate Category Manager plans and leads all strategic aspects within the category of REFS (Real Estate & Facility Management Services), across divisions, on a regional level and develops proposals for strategic business decisions. The role provides high value procurement solutions to the business and category strategies; support third party vendor selection, vendor development, technology management and performance measurement activities. The Real Estate Category Manager ensures best-in-class delivery of external services and products in the REFS category to support projects and to realize year-on-year productivity improvements, cost savings, and process improvements in close collaboration with the stakeholders in the business.

## About the Role

### Major Accountabilities:

Implement category strategic goals from overall Procurement strategy / Ecosystem management

- Planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Mapping the value chain, analyzing it and deriving potential scenarios. Includes the understanding and application of total cost of ownership, and should cost modelling.
- Participating in and / or leading financial discussions. Applying financial knowledge to participate actively, e.g. in budgeting process, including tax aspects in sourcing strategies and structuring sophisticated deals with ecosystem partners.
- Compliance & risk management: supporting reports to determine appropriate compliance level. Monitoring end-to-end compliance (budget, payment, vendor PO, contract invoice, buying channel, etc.) and deriving corrective actions to improve compliance. Applying risk management processes including identifying and evaluating risks, and defining and executing a risk mitigation plan.
- Projecting the dynamics and impacts (e.g. mergers and acquisitions). Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.
- Maintaining and updating Procurement applications accordingly to the Procurement content (e.g. e-catalogs, user portal). Continuous improvement of procurement content and automation.
- Support definition and implementation of Procurement tools and processes.
- Managing data analysis and reporting, e.g. analyzing spend, demand, supply markets and competitors. Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.

- Responsible to ensure the right balance between business needs and Novartis' strategy.
- Accountable to work with stakeholders to identify the most cost-effective ways to deliver business objectives.

#### Sourcing and supplier relationships management

- Executing the Source-to-Contract process including respective strategies, approaches and methods: Preparing and conducting fact-based negotiations. Adapting tactics from a broad portfolio of negotiation strategies to achieve results that support business and Procurement objectives.
- Proactive assessment of new ways of working, involving innovative scientific & technical solutions by identifying and onboarding the right suppliers.

#### Manage relationships with stakeholders

- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.
- Achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks

#### Minimum Requirements:

- University/Advanced degree is required.
- Master's Degree/other advanced degree in the *Economics, Business Administration, Management, Finance* is preferred.
- German language on proficient level required
- 2-5 years of relevant business experience (industry specific experience).
- Preferably > 5-10 years of experience in Procurement or other related experience within the Pharmaceutical industry, preferably in category management, supplier management, or related area, with a focus in the REFS domain.
- Strong project management or other leadership experience.

#### Benefits and rewards:

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; Car allowance; 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); MultiSport Card. Find out more about Novartis Business

Services: <https://www.novartis.cz/>

#### 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.

**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 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 order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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