

# Sourcing Manager REFS (Real Estate Facilities Services)

Job ID  
REQ-10031544  
Dec 05, 2024  
Czech Republic

## Summary

The Sourcing Manager REFS (Real Estate Facilities Services) is responsible for aligning globally and locally with respective REFS, Finance and Procurement Stakeholders (Business Partners) to implement Procurement projects and strategies to realise key productivity targets. Provides end-to-end category and project management in the areas of Capital Projects, Real Estate and IFM Services. This is done through alignment of business requirements, operational excellence, strategic sourcing and negotiation expertise, supplier market intelligence, financial productivity and mitigation of risk.

## About the Role

*You are applying to be part of the Novartis Talent Pool. We are not currently recruiting for this role but we are building a pipeline for future opportunities. If you would like to be considered for a similar position in future, then please submit your CV.*

## Major accountabilities:

- **Provide day-to-day Procurement services**
- Definition when no category strategy in place above strategic threshold (incl. negotiation strategy), approval, communication.
- Accountable for and carefully monitor and support sourcing execution and negotiation performed by the buyer (also acts as an escalation point).
- Maintain strong information flows back to the Regional/Category team for opportunities to aggregate demand and generate additional leverage.
- Ensure operational Procurement requests are executed in line with category strategies, and in compliance with relevant policies and operating procedures, including preferred supplier agreements
- Contribute to overall savings opportunity identification and delivery.
- **Demand management**
- 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.

## Key performance indicators:

- Planning and achievement of productivity targets, overall value proposition and priorities as agreed with the business and procurement stakeholders.
- Increase Procurement effectiveness (realize the benefits of productivity and process improvements such as,

outsourcing, cross-divisional Category management, etc.).

- Cash flow contribution (extending payment terms with major suppliers with / without Supply Chain Finance).
- Compliance to mandated processes and guidelines (Responsible Procurement, Anti-Bribery, NP4, etc.).

### **Financial Responsibility**

Minimum 25 million USD globally / regionally in spend and financial impact

### **Requirements**

- University/Advanced degree is required.
- Master's degree/other advanced degree in fields such as business administration, finance, law or a scientific or technical field is preferred.
- Strong preference for CIPS or similar professional qualification.

### **Experience**

- > 5 years of Procurement experience and contracting experience.
- Experience in procurement of capital projects, real estate and IFM services (preferred), construction or facilities services
- Solid experience in navigating in global, matrix organizations and across geographies and cultures.
- Extensive experience in sourcing processes (e.g. RFI/RFQ), negotiation strategies, project management, good communication and collaboration skills as well as market analysis capabilities to drive operational excellence.

### **Languages**

Excellent spoken and written English. Other languages, especially German desirable

**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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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Functional Area  
Procurement  
Employment Type  
Regular  
Shift Work  
No  
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## Accessibility and accommodation

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.

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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