

# Purchase Officer

Job ID  
REQ-10032445  
Dec 17, 2024  
Spain

## Summary

Would you like to make a significant impact in the pharmaceutical industry by producing innovative products? Join our Supply Chain team, fully based in Zaragoza, Spain, and become a part of the transformative change in medicine!

As a Purchase Officer, you will be responsible for managing direct expenses and Capex, including creating and tracking purchase orders, monitoring suppliers, and supporting the implementation of Category Strategy and Annual Category Plan. Additionally, you will contribute to delivering projects and initiatives, executing Supplier Performance and Innovation, and supporting the Category leadership with day-to-day activities of Category management.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- 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 Divisions 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.

### Essential Requirements:

- University degree in Business Administration or Technical Engineering, or a similar background.
- At least 2-3 years of experience in purchasing within a challenging environment (experience in the pharmaceutical industry would be advantageous).
- Excellent communication, negotiation, and collaboration skills.
- Organizational savvy and analytical mindset.
- Fluent in English and Spanish.

## Desirable Requirements:

- Experience with Microsoft Dynamics 365.

**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

Innovative Medicines

Location

Spain

Site

Zaragoza

Company / Legal Entity

ES45 (FCRS = ES045) AAA Ibérica S.L.U.

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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