

# Regional Category Manager Meetings and Events

Job ID  
REQ-10037884  
Jan 23, 2025  
Mexico

## Summary

Location: Mexico City #Hybrid

About the Role:

The Regional Category Manager for the Meetings and Events category is responsible for overseeing and managing all aspects related to meetings and events procurement within the organization. This role requires a strong focus on innovation, cost savings, stakeholder engagement, supplier management, contract renewal, negotiation, category strategy, and teamwork.

## About the Role

### Major accountabilities:

- Follow up on meetings and events category, proposing innovative ideas, and generating cost savings for the category.
- Maintain relationships with stakeholders of meetings and events, ensuring their needs are met effectively.
- Ensure timely renewal of contracts and conduct effective negotiations with suppliers in the category.
- Develop and implement strategies for the growth and organization of the meetings and events category.
- Demonstrate a service-oriented attitude at all times, ensuring the highest level of customer satisfaction.
- Foster and promote teamwork by collaborating with internal stakeholders and cross-functional teams. Conduct procurement activities such as Requests for Proposals (RFPs), Requests for Information (RFIs), and auctions.
- Establish and maintain relationships with preferred and diverse suppliers within the meetings and events category.
- Manage payment terms and ensure compliance with financial policies and procedures.

### Minimum Requirements:

- Proven experience in category management, specifically in the meetings and events category.
- Strong negotiation and contract management skills.
- Demonstrated ability to propose innovative ideas and generate cost savings. Excellent interpersonal and communication skills to effectively engage with stakeholders.
- Solid understanding of procurement processes, including RFPs, RFIs, and auctions. Ability to develop and execute category strategies to drive growth and organization.
- Detail-oriented with good analytical and problem-solving skills.
- Proficient in maintaining relationships with suppliers and ensuring payment terms are met. Service-oriented mindset and a collaborative approach to work.

- Advanced 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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Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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