

Buyer - Corporate Spend

Job ID

REQ-10014540

Juli 11, 2024

Tschechische Republik

Zusammenfassung

To be responsible for one category or sub-categories in WEC & SERCE Procurement Organization, manage the source to contract activities, support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the WEC & SERCE countries with the day-to-day activities.

About the Role

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Key Responsibilities:

- Sourcing validation and analysis from business users, country procurement organization or category managers, like direct users on correct buying (content streams) channels if required. Engage category teams where defined thresholds are met.
- Supplier selection requested risk analysis performance verification and update.
- Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Negotiations after the eSourcing event closure to reach the most competitive prices. Bids examination and sourcing summary sheet (outcome) completion.
- Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.
- Contract preparation. Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation. Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic). Contract archiving in the global standard contract management system.

- Perform consistency checks and corrective actions (e.g., preferred vendors and related contract coverage).

Key Requirements:

- Bachelor's degree
- CIPS qualification, or an equivalent credential is preferred.
- Minimum of two years' experience in procurement, either as a Buyer or in a comparable role, is required.
- Professional level of English both written & spoken
- Negotiating skills, vendor management

You'll receive:

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; 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); Public Transportation Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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 any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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<https://talentnetwork.novartis.com/network>

Abteilung

Operations

Business Unit

CTS

Ort

Tschechische Republik
Website
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o
Functional Area
Beschaffung
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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