

# Research Procurement Project Management & Reporting

Job ID  
REQ-10038492  
Jan. 30, 2025  
Mexiko

## Zusammenfassung

Location: Mexico City #Hybrid

### About the Role:

This role mainly involves serving as a PMO for the Research Procurement team, directing strategic initiatives and cross-functional projects, including supplier rationalization and productivity improvement. A strategic and analytical mind with experience in management consulting is desirable. The role supports the Procurement leadership team, enhancing productivity and strategy, and oversees global procurement reporting and metrics management. The person in this role is also responsible for partnering with a global Procurement tower to manage a project portfolio

## About the Role

### Major accountabilities:

- Planning, organizing, and managing projects, embracing and shaping change, and applying systematic change management methods to facilitate change.
- Responsible for building the Networking Framework, promoting shared rules of engagement, centralizing and maintaining knowledge base for assigned categories, standardizing regulatory documentation, and ensuring effective management of supplier relationships.
- Managing data analysis such as analyzing spend, demand, supply markets, and competitors. Extracting and consolidating information to fact-based insights for further usage, e.g., in category strategies.
- Ability to navigate procurement tools, expertise in procurement data structure, and maintaining and updating procurement applications. The role is also responsible for continuous improvement of procurement content and automation. Helping define and implement procurement tools and processes, balancing business needs with company strategy, and working with stakeholders to identify cost-effective ways to achieve business objectives.
- Achieving results by proactively building long-term, sustainable, and effective relationships, understanding the stakeholder landscape, **business, targets, organization and footprint within Novartis**, and demonstrating political astuteness across business structures and networks, providing supplier management training and expertise leading to improvement and transformation activities.
- Support contractual agreement when appropriate. Participating in and/or leading financial discussions and applying financial knowledge in the budgeting process, tax aspects in sourcing strategies, and structuring deals with partners.
- The role is accountable for partnering with a global Procurement tower to manage a project portfolio,

developing procurement vision and strategy, mapping the value chain, understanding cost models, and leveraging expertise in market trends and internal processes to derive innovative strategies.

- This involves supporting reports to determine appropriate compliance levels, monitoring end-to-end compliance, and applying risk management processes including identifying and evaluating risks, and defining and executing risk mitigation plans.

#### **Minimum Requirements:**

- University/Advanced degree is required. Master's Degree/other advanced degree in the R&D is preferred.
- 5-10 years of relevant business experience (industry-specific experience).
- Excellent spoken and written English
- Preferably > 10 years of experience in Procurement or other related experience within the pharmaceutical industry, preferably in category management, supplier management, or related area.
- Strong project management or other leadership experience.
- Effective communication. Finance Management

**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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Abteilung

Operations

Business Unit

CTS

Ort

Mexiko

Website

INSURGENTES

Company / Legal Entity

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

Alternative Location 1

Prague, Tschechien

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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