

# Buyer - HQ Indirect Categories

Job ID  
REQ-10040775  
Febr. 19, 2025  
Tschechien

## Zusammenfassung

In this role as Buyer - HQ Indirect Categories, you will be responsible for the Indirect categories in our Headquarters in Switzerland and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation. You will support the Category leadership with the 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.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution for the respective categories.
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).

### Essential Requirements:

- > 2 years of experience of working in a global environment in a similar or equivalent position.
- Experience of working in Procurement operations and basic understanding of P2P Processes.
- Experience in Spend reporting, analysis and optimization. Experience with eSourcing tools.
- Experience in supporting clients directly / managing Stakeholders.
- High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders.
- Strong sense for independence and self-drive. Curious mind and high motivation to learn.

**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

Tschechien

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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