

# Buyer - HQ Indirect Categories

Job ID

REQ-10040775

fév 19, 2025

République tchèque

## Résumé

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.

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Division

Operations

Business Unit

CTS

Emplacement

République tchèque

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Approvisionnement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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