

# Associate Director, Supplier Management Lead

Job ID  
REQ-10001493  
Ago 15, 2024  
USA

## Sommario

The purpose of the Supplier Management Lead role is to establish and maintain a standardized supplier framework, monitor supplier performance against KPIs, conduct business reviews, and collaborate with procurement to select and manage suppliers. Additionally, they will oversee the reconciliation of purchase orders, ensure timely and accurate payments, track purchase orders, identify cost-saving opportunities, and drive cross-functional initiatives for process improvement and efficiency.

## About the Role

**Location:** East Hanover, NJ (Hybrid)

#LI-Hybrid

**About the role:** The Supplier Management Lead role will establish and maintain a standardized supplier framework, monitor supplier performance against KPIs, conduct business reviews, and collaborate with procurement to select and manage suppliers. Additionally, this position will oversee the reconciliation of purchase orders, ensure timely and accurate payments, track purchase orders, identify cost-saving opportunities, and drive cross-functional initiatives for process improvement and efficiency.

## Your Key Responsibilities:

- Implement a standardized supplier framework across all Events & Customer Interaction vendors.
- Monitor supplier performance against a set of KPIs to cover areas of cost, quality and compliance and address any issues or concerns.
- Conduct regular business reviews with suppliers to ensure clear alignment of Novartis business needs, review supplier performance and align on future needs or corrective actions.
- Collaborate with Procurement to select suppliers, negotiate contracts, complete risk assessments and ensure Master Service Agreements are up to date and have the correct terms and conditions.
- Manage supplier performance issues in line with the standard issue management process by completing root cause analysis and establishing a corrective action plan with the supplier.
- Monitor corrective action plans to ensure supplier is implementing the required changes.
- Manage a Purchase Order (PO) reconciliation associate to ensure POs are raised, invoices are paid on time and charges are assigned to internal cost centers.
- Coordinate with finance teams to ensure timely and accurate payment to suppliers and resolve any discrepancies or billing issues with suppliers.
- Monitor and track purchase orders to ensure timely delivery and receipt of goods or services.
- Find opportunities for cost savings, process improvements, or supplier consolidation.
- Collaborate with cross-functional teams to implement initiatives and drive efficiency.

- Stay updated on market trends, industry best practices, and new supplier offerings.

## Role Requirements

### Essential Requirements:

- Bachelor's degree is required
- 7+ years of experience in relevant supplier management, procurement, finance.
- Supplier management: Strong experience in managing supplier relationships, conducting supplier performance evaluations, and implementing supplier improvement plans.
- Procurement and contract negotiation: Experience in working with procurement teams to select suppliers, negotiate contracts, and ensure compliance with contractual terms and conditions.
- Payment processing: Experience in overseeing payment processes, including invoice reconciliation, coordinating with finance teams, and resolving billing issues with suppliers.
- Issue management: Proven ability to identify and resolve supplier performance issues, conduct root cause analysis, and establish corrective action plans to drive improvement.
- Process improvement: Experience in finding opportunities for process efficiency, cost savings, and supplier consolidation, and leading cross-functional initiatives to implement improvements.
- Compliance and risk management: Familiarity with regulatory compliance requirements, risk assessment, and supplier risk management processes.
- Analytical skills: Strong analytical and problem-solving skills to analyze supplier data, identify trends, and make data-driven decisions.
- Communication and collaboration: Excellent communication and interpersonal skills to collaborate with cross-functional teams, engage with suppliers, and effectively communicate expectations and requirements.

### Desirable Requirements:

- A degree in a relevant field such as supply chain management, business administration, finance, or procurement is preferred;
- Professional certifications such as Certified Professional in Supply Management (CPSM), Certified Supplier Quality Professional (CSQP), or Certified Supply Chain Professional (CSCP) would be a plus.

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**Commitment to Diversity and Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$130,400.00 and \$195,600.00 / year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market

factors.

**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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### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Divisione

Finance

Business Unit

Innovative Medicines

Posizione

USA

Sito

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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