

# S2P Automation Integration Specialist

Job ID

REQ-10013374

Lug 11, 2024

Repubblica Ceca

## Sommario

The S2P Automation Integration Specialist supports the Novartis S2P and P2P processes, enabling the execution of quality services. The position requires a self-driven, diligent, hard-working individual with knowledge and experience in Procure to Pay, focusing on process improvements, automations to drive outstanding customer service and operational efficiency. This role supports having systems, documentation, compliance and reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end processes to the Novartis entities. The ideal candidate is comfortable with working with systems and is passionate about automations.

## About the Role

This role will support the S2P organization in driving and enabling the execution of quality services for Novartis Group of entities by providing technical and expert guidance, defining standard processes in alignment with the Global team and in delivering automation solutions to support the agreed upon standard processes. This role has the Subject Matter Expert role and oversight of end-to-end R2P processes and system solutions, ensuring that systems, documentation, compliance, and reporting are in place. The S2P Automation Integration leads continuous improvement projects with the aim of increasing the effectiveness and efficiency of the end-to-end process focusing on generating opportunities for cross-divisional standardization.

## Key Responsibilities:

Your responsibilities include, but are not limited to:

- Developing complex and sustainable automations using coding tools - Power Automate, PAD, Power BI, Alteryx, SAP scripting and alternatives. Knowledge of Qlick is advantage.
- Lead and manage the automation design, development, deployment and quality assurance in accordance with the Agile methodology.
- Responsible for all solution design documentation related to automation projects.
- Test automations with process SMEs and stakeholders
- Ensure successful deployment of automations into production without impacting existing automations and operations.
- Provide support on production automations.
- Translate conceptual "to-be" business process into technical design

- Recommend best-fit technology for each automations use case
- Incorporate Enterprise standards, other automations best practices and technical acumen to follow and improve Teams development standards
- Act as an architect of knowledge identification & develop an inventory of reusable automations assets

### **Essential Requirements:**

- Bachelor's degree in business, finance & accounting, Information Technology or computer science
- Language: English (written and spoken), another European Language is a plus
- Experience in shared service organization as developer of automation solutions and/or leading CI projects preferably within a global service function is advantage
- Experience reviewing and approving solution designs and development code reviews while following and improving development standards with Automation Technologies is advantage.
- Experience with VBA Excel skills, automations solutions including the ability to translate business requirements into technical solutions in collaboration with business partners
- Ability to successfully balance multiple priorities in a dynamic environment
- Strong collaboration, influencing communication, and framing skills along with proven interpersonal and negotiating skills
- Strong conceptual analytical problem-solving, troubleshooting and resolution skills
- Partnering with technical business teams and collaborators for achieving common goals and team integration
- Demonstrable experience as a junior developer with several automations solutions delivering automations (alteryx, Power BI, Power automate, PAD, Qlick)
- Strong MS Office capabilities

### **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/>

### **Why Novartis:**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

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

**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 order to receive more detailed information about the essential functions of a position, please send an e-mail to <di.cz@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>

**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>

Divisione

Finance

Business Unit

CTS

Posizione

Repubblica Ceca

Sito

Prague

Company / Legal Entity

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

Functional Area

Audit e finanza

Job Type

Full time

Employment Type

Regular

Shift Work

No

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