

## Buyer Indirect Procurement TechOps

Job ID  
REQ-10023068

9月 24, 2024

Romania

### 摘要

185+. This is the number of people dedicated to winning people's heart and minds.

The Buyer for Romania and Russia is responsible for the execution of bidding and contracting activities for/in support of assigned countries/categories according to the defined buying processes, information sharing across countries/categories to leverage best practices. The role also provides analytics and prepares reports, contributes to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk. The role supports data quality management within Procurement function according to the defined processes to identify opportunities and to support continuous improvement, assures the delivery of services according to defined KPIs and Service Levels.

### About the Role

Major accountabilities:

- Sourcing activities
- Contracting activities
- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).
- Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure transparency and consistency on various performance metrics.
- Support users with documentation required to submit purchase requests.

Minimum Requirements:

Required:

- University/Advanced degree in Business Administration/Economics/Engineering
- Fluent spoken and written English, Romanian and Russian.

Good to have:

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

Why consider Novartis?

766 million lives were touched by Novartis medicines in 2021, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do at Novartis!

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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部门  
Operations

Business Unit  
Innovative Medicines

地点  
Romania

站点  
Targu Mures

Company / Legal Entity  
RO03 (FCRS = RO003) SC Sandoz S.R.L

Alternative Location 1  
St. Petersburg (City), Russian Fed.

Functional Area  
Procurement

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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