

## Buyer (with Italian)

Job ID  
REQ-10024558

10月 24, 2024

Czech Republic

### 摘要

To be responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

### About the Role

Major accountabilities:

- End to end support on sourcing and contracting activities for Italian market
- Categories: Marketing and corporate spend
- Support the development of the Category Strategy and the Annual Category Plan for Novartis Italy
- 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 country level
- Collaborate with Region Europe and Global Category Managers to implement the Procurement strategies in the country.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution for Novartis Italy
- Vendor Master data maintenance
- 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).
- Create/Manage spend, Savings, Vendors, POs reports for the categories under the scope.

#### Minimum Requirements:

- Procurement Experience 1 to 3 years.
- Experience in Excel & MS Office tools
- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Negotiation skills
- Root Cause Analysis And Problem-Solving.
- Vendor Management
- SAP Ariba experience

#### Languages :

- English
- Italian is essential
- Spanish/French is an advantage

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部门  
Operations

Business Unit  
CTS

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area  
Procurement

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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