

Procurement Specialist - Lab Supplies/Consumables/Services

Job ID
REQ-10054302

6月 10, 2025

Czech Republic

摘要

The successful candidate will be involved in the full sourcing process based on stakeholder requirements and is responsible for catalogue management & stakeholder management.

About the Role

Major Accountabilities:

- 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.
- 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).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Cost savings
- AWPT (Average Weighted Payment Terms)
- Cost avoidance
- E-Sourcing Metrics

Minimum Requirements:

- Minimum 2-3 years of professional experience in a similar position
- Experience in activities such as sourcing, managing vendors, negotiations.
- Experience in the usage of SAP Ariba or other tools
- An analytical mindset with the ability to interpret data effectively
- Ability to manage stakeholders at various levels
- Problem solving abilities with a pro-active approach

Languages :

- English is a must
- German is an advantage
- Russian is an advantage

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部门

Operations

Business Unit

Universal Hierarchy Node

地点

Czech Republic

站点

Prague

Company / Legal Entity

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

Alternative Location 1

Ljubljana, Slovenia

Functional Area

Procurement

Job Type

Full time

Employment Type
Regular

Shift Work
No

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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.

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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