

Procurement Intern W&D

Job ID
REQ-10072908

2月 27, 2026

China

摘要

To be used only for Intern or Student positions.

About the Role

Major accountabilities:

- Closely manage daily procurement tracking activities for End-to-End SCM operation service.
- Deal with W&D Procurement operation from KEY stakeholders covering APAC Region incl. China & Japan. Strictly monitor the supplier profile, master data, contract management, sourcing projects and saving plans from Category Managers to improve operation efficiency.
- Administrative documentation and filing management; any other work assigned by superiors.

Minimum Requirements:

- Bachelor required
- Good communication skill with team-work spirit
- Willing to work under pressure and take assignment under different Time Zones Good at analytical skills, able to data mining
- Strong at language skills via English both in spoken and written

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部门

Operations

Business Unit

Purchasing & Sourcing

地点

China

站点

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Others

Job Type

Full time

Employment Type
Early Career (固定期限)

Shift Work
No

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