

Procurement Specialist(Fluent in French)

Job ID
REQ-10078197

5月 27, 2026

Czech Republic

Available in: English

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

Sourcing activities

- Sourcing validation and analysis from business users, country procurement organization or category managers: Direct users on correct buying (content streams) channels if required.

- Engage category teams where defined thresholds are met. Activities scope and sourcing plan definition, opportunity analysis.
- Supplier selection, requested risk analysis performance verification and update. Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- Inputs collection and sharing to category managers on overall category strategy. eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Document and communicate final award decision. Negotiations after the eSourcing event closure to reach the most competitive prices.
- Bids examination and sourcing summary sheet (outcome) completion. Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities. Report productivity as per Procurement guidelines and support measurements / activities to improve. defined KPIs:
- Savings identification and achievement through competitive bidding process. Baseline and savings methodology definition for in-scope categories. Savings calculation and tracking.
- Identification and initiation of continuous improvement activities through analysis of historical events, performance and trends.

Contracting activities

Contract preparation:

- Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation.
- Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic).
- Contract archiving in the global standard contract management system. Post signature contract management:
- Contracts search and reporting. Contracts check against defined procedures (e.g. amendments stored correctly).
- Monitoring and identification of expiring contracts, initiating process for contract extension or competitive bidding. Termination strategy definition and contracts termination management.
- Business support with unsolved delivery issues (escalation point). Suppliers ' performance review coordination for key local suppliers.

Other 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:

- Fluent in French
- Experience in Procurement

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Primary location salary range
K č 526,400.00 - K č 977,600.00

部门
Operations

Business Unit
Other

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

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a72f42bb2b21526402789", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
```

```

(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }

```

```

// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kaltura_dataLayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }

```

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