

# Offer & Tender Specialist

Job ID  
REQ-10033730  
Dec 19, 2024  
Italy

## Summary

Ensure correct and timely participation, elaboration and analysis of public tenders and specification (capitolato d'appalto). Oversee the process of preparing economic single offers to public and private customers.

Work-on and propose solutions for improving the tender process, both in terms of documentation preparation and use of advanced tools

Collaborate with the Legal, TA, Patient Access QA, O2C, FF functions, customer service in relation to tender processes, legal disputes, release of bank guarantees, credit notes etc.

## About the Role

### Major Accountabilities

- Actively exploring tenders' publication (public and aggregator) through the ad hoc platforms
- Prepare, update, and manage full tender documentation (Pre and Post tender timeline), including but not limited to supplementary documentation required, contract template signature etc.
- Follow up on tender status, changes in deadlines and technical specifications
- Interact and send to public and private hospitals the necessary documentation in case of price products changes and bid declarations
- Closely work with the manager by monitoring internal and external events that may cause inefficiency in the tender process
- Maintain close cooperation with internal and external stakeholders, proactively suggesting solutions, when necessary, to speed up or facilitate business opportunities
- Collaborate with local authorities to ensure compliance with legal requirements and regulations related to tenders.
- Maintain the database of ongoing tenders and results for analysis and future improvements.

### Major Skills required

- MS Office applications, especially Excel and SAP
- Ability to think out of the box and propose innovative solutions / approaches
- Time management, efficiency, ability to meet deadlines, work with minimal supervision
- Excellent organizational skills, rigor and accuracy to meet the deadlines
- Problem solving skills
- Excellent communication skills, with the ability and integrity to work in team and liaise with various authorities and stakeholders.

### Key Performance Indicators

- Tenders awarded (100%)
- Tender prices vs. sap billing prices gap
- Level of disputes for credit notes
- Release on time of temporary and final bank guarantees (fidejussioni)

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Division

Operations

Business Unit

Innovative Medicines

Location

Italy

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Sales

Job Type

Full time

Employment Type

Regular

Shift Work

No

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