

Sourcing Manager REFS (Facility Management)

Job ID

REQ-10046398

Jun 30, 2025

Czech Republic

Summary

The Sourcing Manager REFS is responsible for aligning globally and locally with respective REFS, Finance and Procurement Stakeholders (Business Partners) to implement Procurement projects and strategies to realized key productivity targets. Provides end-to-end category and project management in the areas of Facility Management (plus Capital Projects & Real Estate). This is done through alignment of business requirements, operational excellence, strategic sourcing and negotiation expertise, supplier market intelligence, financial productivity and mitigation of risk.

About the Role

#LI-Hybrid

Location: Czech Republic (Prague) or Spain (Barcelona)

Hybrid Model

Contract: This is a two years fixed term contract

Major accountabilities:

- Translates global divisional category strategy into global, divisional, sub category strategy OR translates regional procurement strategy into country strategy and local implementation.
- Lead the implementation of sourcing plans for the sub category and deliver sub-category savings targets following engagement in the target setting process.
- Provide input into the overall Category or sub-category strategy about segmentation and identification of key supplier relationships, and lead business planning activities and ensure these projects are staffed and executed on a timely basis in line with the targeted goals.
- Manage strategic sub-category supplier relationships, and implement consistent key performance indicators for the sub-category, ensuring that any supplier performance risks and issues are resolved on a timely basis to end user satisfaction.
- May directly control at a country level purchases with respect to supplier choice, timing and commercial conditions (may vary between divisions depending on way spend is controlled).
- Collect supplier information and feedback from Divisions, countries, sites, Category teams and Business Partners, and deliver Procurement Balanced Scorecard metrics for the relevant sub category.
- Create, apply, complete and reviews major contracts for the sub category, and ensure that negotiated contracts are clearly communicated for the sub-category area and that they are consistently applied [Cross-Divisional /Pharma spend \$25 -\$100m NCH/SDZ/NVD/NIBR spend \$20 -\$80m].
- Manage the budget/resource allocation for the area of responsibility.
- Manage the performance and talent development, as direct reports and contribute to talent development of

indirect reports (Direct reports 5-10 or indirect reports up to 30).

- 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:

- Procurement productivity savings -Value Delivery (Financial) & Customer Delivery (service Provision)

Minimum Requirements:

Work Experience:

- Functional Breadth.
- Critical Negotiations.
- Industry/ Business Exposure.
- Cross Cultural Experience.
- Project Management.
- Operations Management and Execution.

Skills:

- Effective Communication.
- Finance Management.
- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Managing Resources.
- Negotiating.

Languages :

- English and (German, Spanish, Portuguese and Russian - nice to have)

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

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<https://talentnetwork.novartis.com/network>

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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1
Barcelona Gran Vía, Spain
Functional Area
Procurement
Job Type
Full time
Employment Type
Temporary (Fixed Term)
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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