

Project Manager Procurement

Job ID
REQ-10056667
Jun 30, 2025
Mexico

Summary

~ Gestionar el diseño, la implementación y la entrega de proyectos de baja prioridad (determinados por el presupuesto, el cronograma y las partes interesadas) o flujos de trabajo de proyectos proporcionando soluciones de TI que cumplan con los requisitos comerciales

~ Contribuir a mantener el control del progreso, la calidad y el presupuesto para cumplir con los objetivos comerciales deseados

~ Garantizar que todos los entregables del proyecto cumplan con los estándares de calidad y cumplimiento, incluida una documentación exhaustiva con revisiones y aprobaciones oportunas

~ Garantizar una transición fluida a las operaciones y la planificación y ejecución óptimas de todas las actividades asociadas con una versión

About the Role

Major accountabilities:

- Planning, organizing, and managing projects, embracing and shaping change, and applying systematic change management methods to facilitate change.
- Responsible for building the Networking Framework, promoting shared rules of engagement, centralizing and maintaining knowledge base for assigned categories, standardizing regulatory documentation, and ensuring effective management of supplier relationships.
- Managing data analysis such as analyzing spend, demand, supply markets, and competitors. Extracting and consolidating information to fact-based insights for further usage, e.g., in category strategies.
- Ability to navigate procurement tools, expertise in procurement data structure, and maintaining and updating procurement applications. The role is also responsible for continuous improvement of procurement content and automation. Helping define and implement procurement tools and processes, balancing business needs with company strategy, and working with stakeholders to identify cost-effective ways to achieve business objectives.
- Achieving results by proactively building long-term, sustainable, and effective relationships, understanding the stakeholder landscape, **business, targets, organization and footprint within Novartis**, and demonstrating political astuteness across business structures and networks, providing supplier management training and expertise leading to improvement and transformation activities.
- Support contractual agreement when appropriate. Participating in and/or leading financial discussions and applying financial knowledge in the budgeting process, tax aspects in sourcing strategies, and structuring deals with partners.
- Supporting reports to determine appropriate compliance levels, monitoring end-to-end compliance, and applying risk management processes including identifying and evaluating risks, and defining and executing risk mitigation plans.

Minimum Requirements:

- University/Advanced degree is required. Master's Degree/other advanced degree (desirable)
- 5-10 years of relevant business experience (industry-specific experience).
- Excellent spoken and written English
- Strong project management experience.
- Effective communication. Finance Management
- Data driven. Be able to deliver solutions using data analytics
- Experience in managing diverse teams.

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?

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Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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