

# Procurement Senior Process Excellence Specialist

Job ID  
REQ-10005875  
Oct 11, 2024  
Czech Republic

## Summary

Primary focus of Procurement Senior Process Specialist is to ensure Process and System governance and deliver standardization and simplification. To this purpose, this role will work closely with the Procurement teams as well as Global Process Owners and Technology teams on topics as process & system enhancement & improvement and performance & knowledge management.

## About the Role

### Major accountabilities:

#### Process and Systems Guidance

- Provide consultation and guidance on sourcing and contracting process and activities within the enterprise system.
- Act as a Source to Contract SME and actively participate in improvement projects as requested.
- Develop and deliver training sessions to ensure all users are proficient in the S2C Process and Systems. Provide direct support to end-users on related matters.

#### Process Improvement

- Assess current S2C processes and identify areas for improvement, addressing root causes of inefficiencies.
- Lead quick-win initiatives and drive continuous improvement based on feedback and performance metrics.
- Collaborate with Functional experts and Procurement to foster standardization.
- Drive enhancements in the S2C enterprise system and process.

#### System Enablement

- Collaborate with internal teams to customize and optimize systems in scope, ensuring they meet the organization needs.
- Lead or support the implementation of new guidelines, systems or functionalities across the procurement organization.
- Maintain systems' interface, documentation and templates up to date according to the end-user needs.

#### Governance

- Utilize Data and Analytics to monitor system and process performance and adoption.
- Develop and track Key Performance Indicators (KPIs) to measure efficiencies. Prepare reports and

analysis in the enterprise system, providing insights for leadership.

- Conduct periodic checks against defined procedures. Monitor and identify issues or non-compliance cases to ensure Procurement remediates/stops non-compliance.
- Serve as the escalation point for unresolved delivery issues, providing effective business support.

### **Minimum Requirements:**

- University/Advanced degree in Business Administration/Economics/Finance/Statistics or related areas.
- Minimum 4 years of experience working in a global environment in a similar position.
- Familiarity with SAP (Ariba).
- Familiarity with Procurement processes from Source to Contract.
- Proven expertise in managing macros, data and analytics.
- Root Cause Analysis and Problem-Solving.
- Ability to engage with business & influence stakeholders across multiple business units.

### **Preferred**

- Background in process improvement methodologies such as Lean, Six Sigma, or the Theory of Constraints.

### **Languages**

- English.

### **Benefits and rewards:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Car allowance; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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