

# Buyer

Job ID  
REQ-10026663  
Oct 21, 2024  
USA

## Summary

By working closely with the project team and efficiently managing day-to-day CapEx purchasing activities, the Buyer will contribute to the successful execution of the Indianapolis manufacturing expansion projects. This collaboration ensures that all necessary CapEx items are procured in a timely and cost-effective manner, supporting the project's schedule and objectives.

Location: Indianapolis, IN

## About the Role

### Key Responsibilities:

- Work closely with business owner / cost controller to ensure purchase order requisition forms are accurately completed and signed-off
- Collaboration: Establish a collaborative working relationship with the Global Procurement team. Clearly communicate your needs and requirements for creating MSA and SOW documents.
- Utilize SAP SRM (Supplier Relationship Management) to pull and send purchase orders to suppliers.
- Attend project team meetings as scheduled, ensuring you are well-prepared and punctual. These meetings can be daily or weekly, depending on the project's needs. Prior to the meeting, collect all relevant information about open purchase orders. This includes purchase order numbers, supplier names, items/services ordered, quantities, delivery dates, and any other pertinent details.
- Carefully examine each supplier quote to understand the pricing structure and components involved. Look for any discrepancies or missing information that could affect the accuracy of the pricing.
- Collaborate with project team on new vendor onboarding of supplier for equipment, direct services and materials to be used during the project lifecycle.
- Review the vendor invoice and identify the specific discrepancy or issue. This could include incorrect pricing, quantity discrepancies, missing items, or any other discrepancies between the invoice and the related purchase order or goods receipt.
- Develop open lines of communication with the finance and cost controller teams. Regularly communicate with them to understand their requirements and timelines for month-end accruals.

### Essential Requirements:

- Bachelor's degree required
- 2+ years of experience in a Supply Chain, Procurement or Purchasing Role;
- Experience in GMP preferred
- Experience in CapEx purchasing and vendor management strongly preferred
- APICS or CPSM training, certification preferred. 1/3

- Operating with integrated ERP tools preferably with MS Dynamics 365
- Proficient in Microsoft Office, Word, Excel and computer skills
- Ability to perform duties with the highest regard for safety, quality, and site protocols/policies/procedures
- Strong networking skills to maintain strong supplier and working relationships
- Must be able to work in flexible schedule

The pay range for this position at commencement of employment is expected to be between \$72,700 and \$109,100 per year; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we’ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division  
Operations

Business Unit  
Innovative Medicines  
Location  
USA  
Site  
Indianapolis  
Company / Legal Entity  
U469 (FCRS = US469) AAA USA Inc.  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)

Job ID  
REQ-10026663

## **Buyer**

[Apply to Job](#)

---

**Source URL:** <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10026663-buyer>

### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <mailto:us.reasonableaccommodations@novartis.com>
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Indianapolis/Buyer\\_REQ-10026663-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Indianapolis/Buyer_REQ-10026663-1)
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Indianapolis/Buyer\\_REQ-10026663-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Indianapolis/Buyer_REQ-10026663-1)