

# Buyer

Job ID  
REQ-10030747  
Dec 02, 2024  
Czech Republic

## Summary

You will be responsible for the category Meetings & Events in our Headquarters in Switzerland and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation. You will support the Category leadership with the day-to-day activities of Category management

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility.
- Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate.
- Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution.
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).

### Essential Requirements:

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations and basic understanding of P2P Processes.
- Excellent communication and negotiation skills to manage stakeholders, suppliers, and internal teams.
- Experience in reporting & advanced analytical and presentation tools.
- Good understanding of operations and business culture of multinational company.

- Ability to work in virtual teams and with remote stakeholders.
- Strong sense for independence and self-drive.
- Curious mind and high motivation to learn.

Desirable Requirements:

- Knowledge of SAP, Ariba and other Procurement technologies would be beneficial.
- Experience in managing Meetings & Events would be good to have (but not mandatory).

**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>

**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>

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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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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