

W&D Category Buyer APAC

Job ID
REQ-10035694
Jan 07, 2025
China

Summary

The buyer will handle Warehousing & Distribution in APAC Clusters by supporting source-to-contract activities, negotiating optimal deals, researching and selecting suppliers, communicating with category management, evaluating bids and proposals, and managing end-to-end sourcing processes including RFI/RFQ, negotiations, contracts, and maintaining MIS dashboards.

About the Role

- Closely manage daily procurement tracking activities for End-to-End SCM operation service.
- Deal with W&D Procurement operation from KEY stakeholders covering APAC Region incl. China & Japan. Strictly monitor the supplier profile, master data, contract management, sourcing projects and saving plans from Category Managers to improve operation efficiency.
- Play an active role as Regional Stakeholder Liaison, focal point for data consolidation and analysis. Promptly report Exception/Alert activities via IT tools with close communication.
- Participate in project management and take meetings with CMs & Regional stakeholders.
- Set up strong mindset of Continuous Improvement on routine operation process; participate in W&D Category SOP development and optimization on regular basis.
- In close collaboration with Cross-Functional teams on Procurement, SCM, CSR, Finance, QA, EHS, IT activities and strategy support based on day-to-day operation transaction.
- Thorough understanding of the process with holistic view of E2E Procurement process, implements concepts and actions to realize the internal process optimization.
- Contribute and deliver KPI result & Cost efficiency significantly in line with business performance; handle service critical issues and provide timely delivery update to regional key stakeholders. Familiar with system transaction like AGB/SLP/MDG/EPRM etc.
- Administrative documentation and filing management; any other work assigned by superiors.

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Division

Operations

Business Unit

Innovative Medicines

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Procurement

Job Type

Full time

Employment Type

Shift Work

No

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