

# NTO Senior Buyer

Job ID  
REQ-10011848  
Aug 12, 2024  
Mexico

## Summary

Location: Mexico City #Hybrid

About the Role:

Primary role focus of the Sr. Buyer is to provide cross-divisional category expertise for Novartis Technical Operations in USA , to proactively carry out continuous analyses, frequently re-align the local activities with the global category strategy as well as support the strategy execution in the assigned area. The role supports continuous improvement and leads implementation of updates/refresh of global/regional category strategy in collaboration with the countries/category teams.

The role is also responsible for the collection of supplier, market, category and internal business data and information. Ensures the delivery of measurable value for Novartis, through alignment of business requirements, strategic sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk.

## About the Role

### Major accountabilities:

- Provide cross-divisional category expertise for Country / Cluster.
- Leads sourcing plan implementation in area of responsibility through: change planning, negotiation, contract development, etc.
- Actively contribute to the identification of business critical opportunities resulting in process improvement, savings generation.
- Leads sourcing plan implementation in area of responsibility through: change planning, negotiation, contract development, etc.
- Actively contribute to the identification of business critical opportunities resulting in process improvement, savings generation.
- Collect supplier, market, category and internal business data. Perform complex matter and vendor level spend analysis.
- Coordinates and collaborates with Category to ensure transparency and consistency on spend and savings data. Manage preferred supplier roster, incl. creating and monitoring SLAs, conducting regular performance reviews.

### Minimum Requirements:

- > 5 years of relevant experience in a global environment in a similar position.
- Proven experience in spend reporting, analysis and optimization. Experience with eSourcing tools.

- Good understanding of Procurement business processes such as Tactical Buying, Catalogue Management, Contract Management, Supplier Setup and Procurement Operations.
- Excellent communication, people management, stakeholder management and leadership skills.
- Ability to ensure service focus across a complex people intensive and functionally dispersed organization. Advanced Analytical & Conceptual thinking, organizational skills, results oriented and proactive.
- Sound Business acumen and knowledge of Procurement function. Vendor Management.
- Fluent spoken and written english.

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here:

<https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Operations

Business Unit

Innovative Medicines

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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