

# Buyer for Indirect Procurement Technical Operations

Job ID  
REQ-10006987  
Jun 21, 2024  
Czech Republic

## Summary

Location: Prague, Czech republic; #LI-Hybrid

As a Buyer, you are responsible for the execution of bidding and contracting activities. You will also be providing analytics and prepare reports, contribute to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial productivity, and mitigation of risk.

Categories you will be managing in the role: construction, engineering, facility management, lab equipment, analytical services. \*In agreement this might be changed.\*

## About the Role

### Key Responsibilities:

- Sourcing validation and analysis from business users, country procurement organization or category managers, like direct users on correct buying (content streams) channels if required. Engage category teams where defined thresholds are met.
- Supplier selection, requested risk analysis performance verification and update.
- Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Negotiations after the eSourcing event closure to reach the most competitive prices. Bids examination and sourcing summary sheet (outcome) completion. Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.
- Contract preparation. Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation. Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic). Contract archiving in the global standard contract management system.
- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).

### Essential Requirements:

- University/Advanced degree in Business Administration/Economics/Finance/Statistics or similar is required.
- Minimum 2 years of experience of working in a global environment in within procurement / purchasing.
- Good understanding of procurement processes.
- Fluent spoken and written German or English are a must.
- Experience in Spend reporting, analysis and optimization. Experience with eSourcing tools.
- Ability to work in virtual teams and with remote stakeholders.
- High proven interpersonal, communication & negotiation and skills. Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.

**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; Cafeteria employee benefit program – choice of benefits from Benefit Plus 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); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

#### **Commitment to Diversity and Inclusion:**

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

**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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Division

Operations

Business Unit

Innovative Medicines

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1

Ljubljana, Slovenia

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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