

# Senior Buyer with German, Indirect Procurement

Job ID  
REQ-10006990  
Sep 13, 2024  
Czech Republic

## Summary

Location: Prague, Czech republic; #LI-Hybrid

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

As Senior Buyer for Indirect Procurement you will provide cross-divisional category expertise for manufacturing sites in Switzerland and Germany, to proactively carry out analyses, frequently re-align the local activities with the global category strategy as well as support the strategy execution in the assigned area.

In the role you will also be responsible for the collection of supplier, market, category and internal business data and information. You will ensure the delivery of measurable value for Novartis, through alignment of business requirements, strategic sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk. Additionally, the Senior Buyer is a key procurement contact resource to all business areas (divisions, franchises, corporate functions) for the managed procurement categories.

Categories in scope for this role will be: Operational Expenditure (OPEX) related to Facility Management, Cleaning Agents, Utilities, Laboratory Supplies and Equipment, Analytical services.

## About the Role

### Key Responsibilities:

- Deliver End-to-End sourcing not limited to tendering and contracting activities, including post signature contract management (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; contract archiving in the global standard contract management system).
- You will collect supplier, market, category and internal business data; perform complex matter and vendor level spend analysis; coordinate and collaborate 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 etc.
- You will be implementing projects across your categories & functions, support stakeholder alignment and customer satisfaction.
- Accountable for productivity/cost efficiency targets for your area.
- You will be a key contact person for stakeholders (internal, suppliers etc). You will build effective relationships of mutual trust and understanding with key suppliers or other stakeholders.
- Provide cross-divisional category expertise for the manufacturing sites in Austria and across procurement clusters

- You will lead sourcing plan development and implementation for your area of responsibility through change planning, negotiation, contract development, etc.
- Support management by providing analytics and tracking matter specific metrics, prepare ad-hoc reports for customers and the category team.

### Essential Requirements:

- University/Advanced degree in Business Administration/Economics/Finance/Statistics is required.
- Minimum 5 years of experience of working in a global environment in a similar position of advantage, preferably more. Minimum 3 years of experience working in Indirect Procurement, preferably in OPEX or CAPEX
- Excellent spoken and written German or English are a must.
- Good understanding of Procurement business processes such as Tactical Buying, Catalogue Management, Contract Management, Supplier Setup and Procurement Operations.
- Excellent communication and stakeholder management skills.
- Advanced analytical & conceptual thinking, organizational skills, results oriented and proactive.
- Accountability, hands-on mentality and ability to quickly learn and understand data from multiple sources.

**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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