

# P2P Digital & Technology Coordinator

Job ID  
REQ-10015343  
Aug 23, 2024  
Czech Republic

## Summary

To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

## About the Role

### About the role:

To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and provide expert advice within a core FRA process/ area/ technology

### Key Responsibilities:

- Share expertise related to P2P systems landscape and company digital agenda, facilitate feedback to and from stakeholders on how to create business value with P2P/S2P technology solutions
- Act as a bridge between the Switzerland P2P Business Partner Team, Data & Digital RE, IT, e-Invoicing and End-Users (business & accountants)
- Act as the super-user for Continuous Improvement management process, drive UAT testing for system enhancements and implementations, support complex issues resolution and user/access management related to the P2P process for Switzerland
- Key driver in the successful the implementation of the new generation of SAP/ARIBA enterprise assets (e.g. ARIBA Guided Buying, VIM) for the Swiss Novartis entities
- Focus on increasing process robustness, efficiencies & product quality
- Develop a quick understanding of the new systems, digital technologies and how to apply them to our businesses & promote fast adoption - Develop ideas into change

### Key Requirements:

- Experience in P2P area
- University degree in business administration, finance, or computer science.
- Proficiency in English (written and spoken); other EU languages are a plus
- Experience with SAP

- Project management experience

### **You'll receive:**

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 Cafeteria 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/>

### **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>

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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

Finance

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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