

# Buyer - Japanese Speaker

Job ID  
REQ-10036742  
Jan 22, 2025  
Malaysia

## Summary

About this role:

The Japanese Speaker Buyer is responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

## About the Role

### Your Responsibilities:

### Your responsibilities include, but not limited to:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate -Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution (Cross-Divisional/Pharma spend <\$12m NCH/SDZ/NVD/NIBR spend <\$10 m).
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Effectiveness & Efficiency -Value Delivery (Financial) & Customer Delivery (service Provision)

### What you'll bring to the role:

### Work Experience:

- Organization Scope; Scale and Complexity.
- Functional Breadth.
- Major Change.
- Collaborating across boundaries.
- Representing the organization.
- Operations Management and Execution.

#### **Skills:**

- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Negotiating.
- Root Cause Analysis And Problem-Solving.
- Vendor Management.

#### **Languages :**

- English and Japanese language.

#### **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>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

#### **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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**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>

Division

Operations

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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.

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