

Procurement Performance Analyst

Job ID
REQ-10042829
Mar 24, 2025
Mexico

Summary

Location: Mexico City #Hybrid About The Role: The Procurement Performance Analyst plays a crucial role in driving data-driven decision-making, optimizing procurement processes, and developing automation solutions. This role requires strong analytical skills, proficiency in programming, and a keen ability to develop Power BI applications to enhance procurement reporting and efficiency. The analyst will also support project management initiatives, ensuring alignment with business goals and continuous improvement efforts as well as mentoring Jr. team members in Procurement Analytics.

About the Role

Major accountabilities:

- Develop and maintain procurement performance dashboards and advanced analytics models for the **Supplier Relationship Program (SRM)**.
- Design and implement **Power Apps** to provide interactive and dynamic reporting solutions and data-driven insights to drive strategic decision-making.
- Utilize **Power BI, Python, SQL, or other programming languages** to optimize data extraction, transformation, and visualization processes and recommend automation solutions.
- Track and analyze key **Procurement KPIs**, including cost savings, supplier performance, and compliance.
- Leverage **machine learning or AI techniques** where applicable to enhance procurement analytics.
- Lead and support **procurement-related projects**, ensuring milestones and deliverables are met. Work cross-functionally with category managers, finance, and IT teams to drive procurement initiatives.
- Provide training and mentorship to an intern on **Procurement data analytics**
- Assign specific tasks that align with the intern's learning objectives, such as creating Power BI reports, automating manual data processes, and conducting data analysis on sample datasets.

Minimum Requirements:

- Bachelor's degree in **Statistics, Data Science, Computer Science, Engineering, or a related field**.
- 3+ years of experience in analytics
- Experience in global or regional procurement organizations is a plus.
- **Programming skills:** Proficiency in **Python, SQL, R, or VBA** for data automation and analysis. **Data visualization expertise:** Advanced **Power BI skills**, Power Apps development and DAX functions.
- Strong knowledge of **data analytics, machine learning, and automation tools**.
- **Project management skills**, with experience leading process improvement initiatives.
- Proficient English (spoken and written)

Soft Skills

- Strong problem-solving mindset with a focus on continuous improvement.
- Excellent communication skills in English, with the ability to present complex data in a clear and concise manner.
- High attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Proactive, self-motivated, and comfortable working with cross-functional teams.

Preferred Qualifications

- Experience in **agile project management methodologies**.
- Knowledge of **predictive analytics and AI-driven procurement strategies**.
- Strong financial acumen related to procurement and cost management.

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Division

Operations

Business Unit

CTS

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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tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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