

Procurement Specialist

Job ID
REQ-10044976
Mar 26, 2025
Czech Republic

Summary

Would you like to make a significant impact in the pharmaceutical industry by producing innovative products and aspire for a career progression in Procurement? Join our Procurement team for the DACH and European region, based in Prague, and become a part of the transformative change in medicine!

In the role of Procurement Specialist, you will be responsible for the Indirect categories for the European market. You'll support the implementation of the Category Strategy and Annual Category Plan, undertaking projects and initiatives, as well as overseeing Supplier Performance and Innovation. Additionally, you will assist the Category leadership with day-to-day Category management tasks.

Categories you will manage include: Meetings congresses and Events, Marketing Agencies, Media, Patients Support Programs, Insights, Printed & Promotional materials.

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.
- 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.

- Minimum 2 years of experience of working in a global environment, within Procurement and understanding of P2P Processes.
- Experience in Spend reporting, analysis and optimization. Experience with eSourcing tools.
- Experience in supporting clients directly / managing Stakeholders.
- High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders. Strong sense for independence and self-drive. Curious mind and high motivation to learn.

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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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 order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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