

# Procurement Buyer - (English and Mandarin Speaker)

Job ID

REQ-10045041

Mar 23, 2025

Malaysia

## Summary

The Buyer is responsible for the execution of bidding and contracting activities for/in support of assigned countries/categories according to the defined buying processes, information sharing across countries/categories to leverage best practices. The role also provides analytics and prepares reports, contributes to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk.

## About the Role

### Major accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global / Regional Category Lead for local category needs.
- 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.
- Sourcing validation and analysis from business users, country procurement organization or category managers: Direct users on correct buying (content streams) channels if required and engage category teams where defined thresholds are met.
- 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.
- 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) - Activities scope and sourcing plan definition, opportunity analysis, supplier selection, requested risk analysis performance verification and update, contract drafting based on agreed templates, contractual terms negotiation & archival as per defined procedures.
- 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)

**Minimum Requirements:****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.
- Mandarin

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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

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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2. <https://talentnetwork.novartis.com/network>
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4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Selangor/Procurement-Buyer---English-and-Mandarin-Speaker-\\_REQ-10045041-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Procurement-Buyer---English-and-Mandarin-Speaker-_REQ-10045041-1)
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