

Procurement Specialist - External Supply Operations (fixed contract)

Job ID
REQ-10045645
Apr 01, 2025
Brazil

Summary

Location: Sao Paulo-Santo Amaro #Hybrid

About The Role:

The Procurement Specialist for External Supply Operations will be primarily responsible for setting and executing procurement strategies in line with the organization's goals. They will work closely with our global suppliers, ensuring product quality, cost-effectiveness, and timely delivery.

About the Role

Major accountabilities:

- Develop and implement procurement and contract management instructions, policies, and procedures. Identify, develop and manage efficient relationships with existing and potential suppliers of goods and services.
- Negotiate contracts with vendors to secure advantageous terms and track their adherence to contractual terms and conditions. Evaluate international market conditions and various economic factors to determine the right course of procurement.
- Prepare and present reports on procurement progress and initiatives to stakeholders.
- Collaborate with key divisions like logistics, finance, and supply chain, to ensure smooth operations and compliance. Conduct risk management regarding supply contracts and agreements.
- Keep up to date with changes in the market, technology, rules, and regulations related to procurement. Assist in budget preparation and cost estimation for procurement.
- Develop plans for purchasing equipment, services, and supplies and ensure timely delivery. Lead the implementation of sourcing plans for the sub category and deliver savings targets following engagement in the target setting process.
- Provide input into the overall strategy about segmentation and identification of key supplier relationships, and lead business planning activities and ensure these projects are staffed and executed on a timely basis in line with the targeted goals.
- Manage strategic supplier relationships, and implement consistent key performance indicators for the sub-category, ensuring that any supplier performance risks and issues are resolved on a timely basis to end user satisfaction.

Minimum Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, or related field.

- Proven track record in a procurement role. Solid knowledge of supplier or third-party management software.
- Proficiency in Microsoft Office and procurement software programs. Good understanding of the market dynamics and sound analytical skills. Excellent negotiation and networking skills.
- Ability to manage multiple tasks, projects, and deadlines simultaneously.
- Strong written and verbal communication skills. (English)
- Detail-oriented and able to manage multiple priorities efficiently.
- Strong problem-solving skills and ability to make sound decisions.
- Understanding of international trade and business practices.

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Division

Operations

Business Unit

Innovative Medicines

Location

Brazil

Site

Santo Amaro

Company / Legal Entity

BR03 (FCRS = BR003) NOVARTIS BIOCIENCIAS S.A

Functional Area

Procurement

Job Type

Full time

Employment Type

Temporário (prazo determinado)

Shift Work

No

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