

Procurement Specialist

Job ID
REQ-10046306
Apr 02, 2025
Czech Republic

Summary

To be responsible for specific purchasing activities within a category/location and provide transactional & administrative support, assisting more experienced colleagues on Procurement activities. To work together with Procurement managers and to have interaction with the business with respect to Procurement activities.

About the Role

Major Accountabilities:

- Support implementation of sourcing business plan under Meeting & Events category
- Provide administrative support in the development of Category targets.
- Provide support, under close supervision, for the development of the Annual Category Plan.
- Perform various administrative tasks related to 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.
- Provide administrative support for contract management and execution.
- Contribute to vendor audit requests and facilitate corrective action plans
- Developing know-how of applied practice, concepts and process in one or more procurement disciplines.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

Ideal Background:

- Ideally between 1-2 years of experience in a similar position
- Indirect category experience is preferable, specifically in Meetings & Events
- Experience dealing with vendors/suppliers
- Needs to have effective communication and be able to manage stakeholders
- Any experience in data analytics is an advantage

Languages :

- English, any other language is an advantage

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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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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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