

# Sr. Procurement Ops. Excellence Analyst

Job ID  
REQ-10046795  
Apr 10, 2025  
India

## Summary

The Procurement Operational Excellence Analyst is a key player in driving operational efficiency and performance management within the (R&D) Development procurement function. This role focuses on analyzing procurement data, deriving actionable insights, and implementing best practices to enhance overall performance. The analyst will collaborate closely with the Category teams and the Project Management Office, contributing significantly to the achievement of operational and strategic goals.

## About the Role

### Key Responsibilities:

- Analyse, Report and Monitor procurement data and metrics, derive insights, and convert them into tangible improvement actions.
- Coordinate with the team and implement strategies to enhance operational efficiency and effectiveness.
- Collaborate with category/process governance teams to drive improvements and ensure alignment with organizational goals.
- Build digital infrastructure, with dashboards, collaboration channels, automation etc to increase access to information and data for the benefit of the end-user community.
- Identify and champion the adoption of new technologies, like Generative AI, to further streamline workflows, automate tasks, and empower category teams.
- Assist in the implementation and change management of procurement platforms, policies and procedures.
- Support the Development PMO team in various projects and initiatives.
- Drive standardization, continuous improvement, and simplification

Commitment to Diversity & Inclusion: :

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

### Essential Requirements:

- Deliver timely and positive outcome on Key Performance Indicators and Projects.
- Foster productive and healthy relationships.
- Improve speed and efficiency of data analysis and dissemination

### Desirable Requirements:

- 5-7 years experience in relevant functions/industry, preferably in procurement and data analytics.

- Minimum 2-3 years of experience in Operational Excellence and/or Project Management
- Excellent analytical skills (Excel, Power BI, Power Automate etc), with a demonstrated ability to gather, analyze, and interpret complex data to drive strategic decisions.
- Experience with procurement processes, software and systems
- Excellent communication and interpersonal skills, capable of effectively conveying information and building strong relationships with stakeholders
- Proficiency in c-suite communications and presentations
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.
- Project management / coordination experience

#### **Work Experience:**

- 5-7 years' experience in relevant functions/industry, preferably in procurement and data analytics.
- Minimum 2-3 years of experience in Operational Excellence and/or Project Management

#### **Languages :**

- High proficiency in spoken and written English.

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Alternative Location 1  
Prague, Czech Republic  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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