

# Procurement Specialist - Lab Supplies/Consumables/Services

Job ID  
REQ-10054302  
Jun 10, 2025  
Czech Republic

## Summary

The successful candidate will be involved in the full sourcing process based on stakeholder requirements and is responsible for catalogue management & stakeholder management.

## About the Role

### Major Accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- 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.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution.
- 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).
- 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:

- Cost savings
- AWPT (Average Weighted Payment Terms)
- Cost avoidance
- E-Sourcing Metrics

### Minimum Requirements:

- Minimum 2-3 years of professional experience in a similar position
- Experience in activities such as sourcing, managing vendors, negotiations.
- Experience in the usage of SAP Ariba or other tools
- An analytical mindset with the ability to interpret data effectively
- Ability to manage stakeholders at various levels
- Problem solving abilities with a pro-active approach

## Languages :

- English is a must
- German is an advantage
- Russian is an advantage

**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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Division

Operations

Business Unit

Universal Hierarchy Node

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1

Ljubljana, Slovenia

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](mailto: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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