

# Regional Procurement Category Manager Real Estate

Job ID  
REQ-10022508  
May 22, 2025  
Czech Republic

## Summary

To lead the purchasing organization of a small division or BU or country/region to deliver maximum benefit from Global, Regional and local sourcing. To manage a team of Purchasing professionals and support staff who provide purchasing support and expertise to all internal customers, and by leveraging competitive advantage with all of our suppliers, ensure Novartis achieves the best ultimate cost. For major categories such as: Real Estate, Facilities Management, Capital Projects, HS&E, Sustainability, for Latin America and Europe Region. Leading a multicultural team located in Prague and Mexico.

## About the Role

### Major accountabilities:

- Prepare an annual purchasing strategy for of a small division or BU or country /region and ensure it is aligned to Global Procurement Strategies.
- Direct the development of annual Procurement business plans and tactical plans in line with agreed sourcing strategy, ensuring full alignment with divisional and group targets, and set stretch targets for the team, benchmarking versus best in class external organizations, and measure achievement of objectives against KPIs.
- Direct the identification of sourcing strategies (preferred suppliers, outsourcing) and identify, engage and manage the relationships with key internal clients and external suppliers, and exert significant influence to drive Procurement projects.
- Direct the negotiation of agreements, and lead the establishment of contracts to decrease total cost with specified quality and service levels and ensure supply security, and ensure that savings are tracked according to group guidelines (\$100-\$750m).
- Direct the implementation and utilization of Procurement systems and tools in Countries, and ensure consistent tracking of savings and other Procurement KPIs, according to group policies.
- Demonstrate thought leadership related to the identification, implementation and continuous improvement of sourcing best practices, systems and processes and policies alignment.
- Direct the preparation and finalization of Procurement investments plans and budgets.
- Oversee the management and development of Procurement teams (Direct reports 10 -20 or indirect reports).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Minimum Requirements:

- Minimum of 15 years Procurement experience required
- Must have experience in categories including real estate, facilities management, CAPEX.
- Experience in the use of Ariba is an advantage
- Must have experience critical negotiations, strategy development, people leadership, project & finance management.
- Internal And External Customer Needs Analysis & Satisfaction Studies.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive (for Czech Republic only):** Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**You'll receive (for Slovenia):** Competitive salary, Annual bonus, Hybrid working schedule, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

#### **Commitment to Diversity and Inclusion:**

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

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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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## 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.

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