

## **Regional Procurement Manager - Indirect TechOps / Regijski vodja indirektne nabave**

Job ID  
REQ-10051482

May 21, 2025

Slovenia

### **Summary**

Responsible for leading one or more Procurement categories and serving as the key procurement contact to one or more business areas (e.g. division(s), franchise(s), corporate function(s)). The role is accountable for implementing the global Procurement strategic goals on country level for their area of responsibility and successfully managing relevant KPI's in regards to productivity, compliance metrics, processes, customer satisfaction and (if applicable) people development. Implement Master vendor concepts to deliver value and reduce procurement touch. The role is also accountable for successfully managing and developing relationships driving value for their business with stakeholders in their area of responsibility, and with key suppliers on in their area of responsibility to increase value for Novartis, as well as (where applicable) managing and leading the team of Country Procurement Managers and develops procurement capabilities as well as key talents. Working in accordance with legislation, internal rules, good practices and business objectives. Management and development of associates.

## About the Role

### Major Accountabilities:

- Drive/Implement Cluster strategic goals from overall Procurement strategy
- Accountable productivity/cost efficiency targets in their area of responsibility.
- Accountable for key compliance metrics such as PO-compliance, process compliance in their area of responsibility. Support centrally led processes (e.g. NFCM, TPRM).
- Successful implementation of global, regional and country projects across categories & functions, ensure key stakeholder alignment and customer satisfaction.
- Manage quality of the country/cluster end-to-end Procurement process incl. compliance to policies, strategies and processes. Support seamless integration of capability centres into the end-to-end process.
- Serve as key contact for stakeholders in the in their area of responsibility. Build effective relationships of mutual trust and understanding.
- Understand business priorities and ensure Procurement activities effectively support business strategies.
- Transmit relevant business insights to their local teams, global/regional Category Management as well to sourcing managers and buyers.
- Executing the Source-to-Contract process including respective strategies, approaches and methods: Preparing and conducting fact-based negotiations. Adapting tactics from a broad portfolio of negotiation strategies to achieve results that support business and Procurement objectives.
- Manage and build effective relationships with key suppliers in their area of responsibility to drive value for Novartis through cost effectiveness and access to innovation.
- Ensure effective local implementation of global supplier strategies (e.g. implementation of strategic suppliers, contracting principles, execution of global/regional contracts).
- Manage local supplier landscape in their area of responsibility in line with business strategies & global Procurement goals and strategies (e.g. payment terms, manage tail spend, local supplier management process).
- Lead their direct team and act as a role model of the Novartis Values & Behaviours.
- Support the implementation of the new Operational Model for the countries in scope.
- Identify and develop key talents in the organisation in alignment with Country Procurement Head.

### Minimum Requirements:

- University diploma in Management, Business or other relevant field
- Minimum 7 years of procurement experience in large multinational organization, of those minimum 1-3 years of experience in managing people and team in an international environment.
- Excellent spoken and written English. Knowledge of Microsoft Office

### Job Description Summary

Odgovornost za vodenje ene ali več nabavnih kategorij in opravljanje vloge ključne točke za nabavo na enem ali večih poslovnih področjih (npr. divizija/e, franšiza/e, korporativna/e funkcija/e). Kandidat za to delovno mesto je odgovoren za doseganje globalnih strateških nabavnih ciljev na ravni države za svoje področje odgovornosti in za uspešno upravljanje ustreznih KPIjev glede na produktivnost, meritve skladnosti, procese, zadovoljstvo uporabnikov in po potrebi za razvoj ljudi oz. zaposlenih. Kandidat je odgovoren tudi za vpeljavo Master Vendor koncepta z namenom povečevanja vrednosti in zmanjšanja števila dobaviteljev. Kandidat na tem delovnem mestu je odgovoren tudi za uspešno upravljanje in razvijanje odnosov, ki so pomembni pri poslovanju z deležniki ter s ključnimi dobavitelji na svojem področju odgovornosti s ciljem povečati vrednost za Novartis. Po potrebi je odgovoren za upravljanje in vodenje tima z vodji nabave v državi ter za razvoj nabavnih zmogljivosti in ključnih talentov. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Skrb za vodenje in razvoj sodelavcev.

### **Major Accountabilities:**

- Zagotavljanje/Izvajanje strateških ciljev v skupini, ki izhajajo iz skupne nabavne strategije
- Odgovornost za cilje na področju produktivnosti in stroškovne učinkovitosti na svojem področju odgovornosti
- Odgovornost za ključne metrike skladnosti, kot je skladnost pri naročanju in skladnost procesov na svojem področju odgovornosti. Nuditi podporo centralno vodenim procesom (npr. NFCM (Novartis Financial Controls Manual), TPRM (Third Party Risk Management))
- Uspešno izvajanje globalnih, regionalnih in lokalnih projektov v različnih kategorijah in funkcijah, zagotoviti usklajevanje ključnih deležnikov in zadovoljstvo strank oz. uporabnikov
- Upravljanje kakovosti celovitih nabavnih procesov na ravni države/skupine držav, vključno s skladnostjo s politikami, strategijami in procesi. Nuditi podporo pri nemoteni integraciji servisnih centrov
- Opravljati vlogo ključne točke za deležnike na svojem področju odgovornosti. Oblikovati učinkovite odnose, ki temeljijo na medsebojnem zaupanju in razumevanju.
- Razumeti poslovne prednostne naloge in zagotoviti, da nabavne dejavnosti nudijo učinkovito podporo poslovnim strategijam
- Lokalnim timom, globalnemu/regionalnemu upravljanju kategorij in vodjem nabave posredovati pomembne poslovne informacije
- Izvajanje postopka od vira do pogodbe (Source to Contract), vključno z ustreznimi strategijami, pristopi in metodami: Priprava in vodenje pogajanj na podlagi dejstev. Uporaba ustreznih pogajalskih taktik za doseganje rezultatov, ki nudijo podporo poslovnim ciljem in ciljem v Nabavi
- Upravljati in oblikovati učinkovite odnose s ključnimi dobavitelji na svojem področju odgovornosti s ciljem zagotavljati Novartisu vrednost s pomočjo stroškovne učinkovitosti in dostopa do inovacij
- Zagotoviti učinkovito izvajanje globalnih strategij dobaviteljev (npr. vpeljava strateških dobaviteljev, pogodbenih načel, izvrševanje globalnih/regionalnih pogodb) na lokalni ravni
- Upravljanje lokalnih dobaviteljev na svojem področju odgovornosti v skladu s poslovnimi strategijami in globalnimi nabavnimi cilji in strategijami (npr. plačilni pogoji, upravljanje tail spend dobaviteljev, postopek upravljanja lokalnih dobaviteljev)
- Nuditi podporo pri izvajanju novega operativnega (poslovnega) modela za opredeljene države

### **Key Requirements:**

- Univerzitetna stopnja izobrazbe poslovne, ekonomske ali druge podobne smeri.
- Minimalno 7 let delovnih izkušenj s področja nabave v mednarodni organizaciji, od tega minimalno 1-3 leta izkušenj z vodenjem ljudi v mednarodnem okolju
- Aktivno znanje angleškega jezika. Poznavanje orodja Microsoft Office.

**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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部門  
Operations

部門  
Innovative Medicines

国  
Slovenia

勤務地  
Ljubljana

Company / Legal Entity  
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area  
Procurement

職種  
Full time

雇用形態  
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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