

Buyer-China Commercial

Job ID
REQ-10052188

May 18, 2025

Malaysia

Summary

The Buyer is responsible for the execution of bidding and contracting activities for/in support of assigned countries/categories according to the defined buying processes, information sharing across countries/categories to leverage best practices. The role also provides analytics and prepares reports, contributes to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial productivity and mitigation of risk. The role supports data quality management within Procurement function according to the defined processes to identify opportunities and to support continuous improvement, assures the delivery of services according to defined KPIs and Service Levels.

About the Role

MAJOR ACCOUNTABILITIES

- Sourcing activities
- End to end sourcing activities support as per procurement guidelines and category strategies
- Activities scope and sourcing plan definition, opportunity analysis.
- Supplier selection requested risk analysis performance verification and update.
- Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- Input collection and sharing to category managers on overall category strategy.
- eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Document and communicate final award decision:
 - Negotiations after the eSourcing event closure to reach the most competitive prices.
 - Bids examination and sourcing summary sheet (outcome) completion.
 - Recommendation to award and inform suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.
- Report productivity as per Procurement guidelines and support measurements / activities to improve. defined KPIs:
 - Savings identification and achievement through competitive bidding process.
 - Baseline and savings methodology definition for in-scope categories.
 - Savings calculation and tracking.
 - Identification and initiation of continuous improvement activities through analysis of historical events, performance and trends.
- Contracting activities
- Contract preparation:
 - Contract drafting based on agreed templates.
 - Full terms and conditions or contractual terms negotiation.
 - Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic).
 - Contract archiving in the global standard contract management system.
- Post signature contract management:
 - Contracts search and reporting.
 - Contracts check against defined procedures (e.g. amendments stored correctly).
 - Monitoring and identification of expiring contracts, initiating process for contract extension or competitive bidding.
 - Termination strategy definition and contracts termination management.
 - Business support with unsolved delivery issues (escalation point).
 - Suppliers ' performance review coordination for key local suppliers.
- Other activities:
- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).
- Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure transparency and consistency on various performance metrics.
- Support users with documentation required to submit purchase requests.

KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS

- Customer satisfaction and acceptance.
- Performance in accordance with defined KPIs and other defined metrics.

EDUCATION EXPERIENCE

EDUCATION:

- University/Advanced degree in Business Administration/Economics/Finance/Statistics or related field.

EXPERIENCE:

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations or equivalent operations.
- Experience in reporting & advanced analytical and presentation tools.
- Experience in spend reporting, analysis, and optimization.
- Experience with eSourcing tools (Ariba).
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders.
- Experience in supporting clients directly / managing stakeholders.
- High-proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Strong sense for independence and self-drive.
- Curious mind and high motivation to learn.

LANGUAGES

Fluent spoken and written Mandarin and English.

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部門

Operations

部門

Universal Hierarchy Node

国

Malaysia

勤務地

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

職種

Full time

雇用形態

正式

Shift Work

No

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