

# Senior Buyer - with German

Job ID  
REQ-10010920  
Sep 10, 2024  
Czech Republic

## Summary

Um für mehrere Kategorien in einem Land oder einer Bereichsübergreifenden Kategorie in einem Land Teil der Kategorie ausgerichteten Teams verantwortlich zu sein. Kann die Durchführung einzelner Projekte leiten, die als Teil des jährlichen Kategorieplans definiert sind; Fokussierung auf die Projektabwicklung mit Aktivitäten wie Anforderungserfassung, Marktanalyse, Qualifizierung und Auswahl von Lieferanten mit den relevanten Geschäftspartnern und Stakeholdern sowie Nicht-Sourcing-Projekten wie Nachfragemanagement und Prozessverbesserung.

## About the Role

### **<b>Key Responsibilities:</b>**

- Manage Technical Operations Capital Expenditure (CAPEX) spend (>150m EUR) for 3 Sites in Austria
- Deliver End-to-End sourcing not limited to tendering and contracting activities, including post signature contract management (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; contract archiving in the global standard contract management system).
- You will collect supplier, market, category and internal business data; perform complex matter and vendor level spend analysis; coordinate and collaborate with category to ensure transparency and consistency on spend and savings data; manage preferred supplier roster, incl. creating and monitoring SLAs, conducting regular performance reviews etc.
- You will be implementing projects across your categories & functions, support stakeholder alignment and customer satisfaction.
- Accountable for productivity/cost efficiency targets for your area.
- You will be a key contact person for stakeholders (internal, suppliers etc). You will build effective relationships of mutual trust and understanding with key suppliers or other stakeholders.
- Provide cross-divisional category expertise for the manufacturing sites in Austria and across procurement clusters
- You will lead sourcing plan development and implementation for your area of responsibility through change planning, negotiation, contract development, etc.
- Support management by providing analytics and tracking matter specific metrics, prepare ad-hoc reports for customers and the category team.

### **<b>Essential Requirements:</b>**

- University/Advanced degree in Business Administration/Economics/Finance/Statistics is required.
- Minimum 5 years of experience of working in a global environment in a similar position of advantage, preferably more. Minimum 3 years of experience working in Indirect Procurement, preferably in CAPEX

- <b>Excellent spoken and written German and English are a must.</b>
- Good understanding of Procurement business processes such as Tactical Buying, Catalogue Management, Contract Management, Supplier Setup and Procurement Operations.
- Excellent communication and stakeholder management skills.
- Advanced analytical & conceptual thinking, organizational skills, results oriented and proactive.
- Accountability, hands-on mentality and ability to quickly learn and understand data from multiple sources.

**<b>Why Novartis:</b>** 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>

**<b>You'll receive:</b>** 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/>

#### **<b>Commitment to Diversity and Inclusion:</b>**

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

**<b>Join our Novartis Network:</b>** 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>

#### **Višji nabavnik za Avstrijo (z nemščino) (m/ž/d)**

**<b>Lokacija dela:</b>** Ljubljana, Slovenija ali Praga, Češka<b></b> #LI-Hybrid (3-krat tedensko obvezno delo na lokaciji)

**<b>Novartis ne zagotavlja podpore pri relokaciji za to delovno mesto. Vljudno prosimo, da se prijavite zgolj, če vam je lokacija dela dostopna.</b>**

#### **O delovnem mestu:**

*Odgovorni boste za indirektne nabavne kategorije (poudarek na OPEX-u, sicer pa projektiranje in gradnja proizvodnje, proizvodna oprema, stroji in potrebščine, upravljanje objektov, čistilna sredstva, komunalne storitve, laboratorijske potrebščine in oprema, analitične storitve) za Novartisove proizvodne lokacije v Avstriji, za proaktivno pripravo opredeljenih poslovnih analiz, kontinuirano usklajevanje lokalnih nabavnih dejavnosti z globalno nabavno strategijo in podporo izvajanju nabavnih strategij na dodeljenem področju delovanja. Zbirali boste podatke in informacije o dobaviteljih, trgih, kategorijah in internih poslovnih podatkih.*

#### **<b>Vaše ključne odgovornosti:</b>**

- Upravljalati in razvijati odnose s ključnimi dobavitelji na svojem področju odgovornosti z namenom ustvarjanja vrednosti za Novartis preko zasledovanja stroškovne učinkovitosti in dostopa do inovacij.
- Podpora pri implementaciji globalnih strategi in programov.

- Odgovornost za realizacijo nabavnega plana na vašem področju preko načrtovanja, pogajanj, razvoja pogodb itd.
- Aktivno prispevati k prepoznavanju poslovnih priložnosti za izboljšanje procesov in ustvarjanje prihrankov.
- Podpora vodjem kategorij pri izvajanju rednih nabavnih aktivnosti, na projektih in pri upravljanju dobaviteljev.
- Vzdrževanje komunikacije s kategorijami, državami in divizijami. Odgovornost za sporočanje vseh regionalnih strategij ustreznim zainteresiranim stranem (regiji in državi).
- Upravljanje s pogodbami: sklepanje pogodb z dobavitelji in priprava pogodbe na podlagi dogovorjenih predlog; pogajanja glede splošnih ali pogodbenih pogojev; usklajevanje in koordinacija priprave vsebine pogodbe, vodenje in spremljanje postopka podpisa pogodbe; arhiviranje pogodb v globalnem standardnem sistemu za upravljanje pogodb; vodenje podpisa pogodbe; preverjanje pogodb skladno z opredeljenimi postopki (npr. pravilno shranjene spremembe): spremljanje in opredelitev pogodb, ki se iztekajo, začetek postopka za podaljšanje pogodbe ali za izvedbo nabavnega razpisa; opredelitev strategije odpovedi in upravljanje prenehanja pogodb.
- Usklajevanje pregleda uspešnosti za ključne lokalne dobavitelje

#### **Vaš doprinos k delovnemu mestu:**

- Univerzitetna stopnja izobrazbe ekonomsko-finančne ali druge ustrezne smeri.
- Tekoče znanje poslovnega angleškega in nemške jezika je obvezno.
- Minimalno 5 let delovnih izkušenj s področja nabave, zaželeno izkušnje z indirektno nabave s proizvodnih podjetij.
- Dobro razumevanje nabavnih procesov.
- Odlične komunikacijske kompetence ter zmožnost učinkovitega upravljanja z različnimi deležniki (dobavitelji, internimi strankami kot npr. proizvodne lokacije itd).
- Analitične sposobnosti ter zmožnost konceptualnega razmišljanja, organizacijske sposobnosti, usmerjenost k rezultatom in pro aktivnost. Zmožnost hitrega razumevanja in konsolidacije podatkov iz različnih virov.

#### **Zaželene izkušnje:**

- Razumevanje operativnih stroškov (OPEX).

Zakaj Novartis?

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Pridružite se naši mreži Novartis: V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <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

Innovative Medicines

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

Regulär

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.

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh

!important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

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