

## **Buyer with Slovenian / Polish " >**

Job ID  
328473BR  
Sep 30, 2021  
Czech Republic

### **Job Description**

#### **Buyer with Slovenian / Polish, Novartis, Prague, Czech Republic**

70 tactical buyers are supporting both commercial and NTO towers out of Prague NGSC, covering region Europe, Switzerland Primary role focus of the Buyer is to provide cross-divisional category expertise for country, to proactively carry out continuous analyses, frequently re-align the local activities with the global category strategy as well as support the strategy execution in the assigned area.

#### **Your key responsibilities:**

Your responsibilities include, but are not limited to:

- Implement global category strategy at local level OR implement sourcing business plan for area of responsibility; directly deploys global category strategy at site level.
- Supervise the implementation of sourcing plans for the sub-category and deliver sub-category savings targets following engagement in the target setting process.
- Provide input into the overall Category segmentation and identification of key supplier relationships or may directly control purchases with respect to supplier choice, timing and commercial conditions on a local basis (may vary between divisions depending on way spend is controlled).
- Manage strategic sub-category supplier relationships, and implement consistent key performance indicators for the sub-category, and report on suppliers' performance.
- Collect supplier information and feedback from Divisions, countries, sites, Category teams and Business Partners, and deliver Procurement Balanced Scorecard metrics for the relevant sub-category.
- Create, apply, complete and reviews major contracts for the sub -category, and ensure that negotiated contracts are clearly communicated
- Manage strategic sub-category supplier relationships, and implement consistent key performance indicators for the sub-category, ensuring that any supplier performance risks and issues are resolved on a timely basis to end-user satisfaction.

### **Diversity & Inclusion / EEO**

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

### **Minimum Requirements**

#### **What you'll bring to the role:**

- University/Advanced degree in Business Administration/Economics/Finance/Statistics is required
- Fluent English and Slovenian or Polish is required

- > 2 years of relevant experience in a global environment in a similar position with proven experience in spend reporting, analysis and optimization.
- Good understanding of Procurement business processes such as Tactical Buying, Catalogue Management, Contract Management, Supplier Setup and Procurement Operations
- Preferred category knowledge within Supply Chain such as capital equipment, construction, consumables.

**Desirable requirements:**

- Experience with eSourcing tools
- Ability to ensure service focus across a complex people intensive and functionally dispersed organization.

**You'll receive:**

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 Edenred CZ in the amount of 12,500 CZK per year; Meal vouchers in amount of 90 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/>

**Why consider Novartis?**

769 million lives were touched by Novartis medicines in 2020, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

**Commitment to Diversity & Inclusion:**

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

Novartis are an equal opportunities employer and welcome applications from all suitably qualified persons.

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

Division

CTS

Business Unit

PROCUREMENT NBS

Location  
Czech Republic  
Site  
Prague  
Company / Legal Entity  
NOV CZE  
Functional Area  
Procurement  
Job Type  
Full Time  
Employment Type  
Regular  
Shift Work  
No  
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