

## **Procurement Manager - EP " >**

Job ID  
326222BR  
China

### **Job Description**

18 million Chinese patients benefit from Novartis products! The role is a business supporting role and contributes indirectly for China patients.

Your key responsibilities:

Your responsibilities include, but are not limited to:

- Procurement in External Funding Management and governance. Join cross team of a holistic review of project plan to make sure compliance, review service FMV against NVS benchmark, review the item's rationality from professional perspective, review qualification of association's execution vendor
- Manage Operational Procurement Process. Select suppliers, certify and validate suppliers, manage supplier performance, negotiate and manage contracts (review and approve contracts) , provide ad hoc procurement support and spot buying activities (solicit/track supplier quotations), manage guidelines, policies and SOPs, provide policy and system process training, provide purchasing system support and problem solving, implement category strategies
- Manage Procurement Transactions. Process and category compliance review, approve requisitions, and approve PO changes, create/distribute purchase orders, create catalogues and other buying channels, expedite orders and satisfy inquiries, research/resolve exceptions
- Performance Reporting and Analytics, provide supply market and supplier analytics and insights, provide category analytics and insights, prepare and analyze procurement performance, monitor/manage supplier information (on-boarding, master data)
- Develop category and supplier strategies. Identify business strategies and align on priorities and productivity plan, develop x-divisional category strategies, build category project pipeline and annual plan, execute category projects
- global project PMO. There is an important global impacted project running in China, we need a PMO to make sure project on track and deliver as we expected.

### **Minimum Requirements**

What you'll bring to the role:

- Applied Business Insights
- Continuous Learning (Dyn. Knowledge Development)
- Joint Value Creation
- Stakeholder Engagement, vendor Management
- Technical / Functional Skills & Knowledge
- Compliant Financial and Technical Accounting
- Internal and external Customer needs analysis & satisfaction studies, root Cause Analysis and Problem-

Solving

- English and mandarin fluent, negotiating

Why 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.

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, follow us via Novartis Group WeChat Recruitment Account.

Division

CTS

Business Unit

PROCUREMENT NBS

Location

China

Site

Company / Legal Entity

CNIBR Co. Ltd.

Functional Area

Procurement

Job Type

Employment Type

Shift Work

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