

# Senior Cluster Procurement Manager for Slovenia

Job ID  
REQ-10018213  
19 August 2024  
Slovenia

## Summary

Senior Cluster Procurement Manager for Slovenia

Location: Ljubljana, Slovenia or Prague, Czech republic #LI

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

In the role, you will be responsible for Indirect procurement categories (for manufacturing sites). You will be the main procurement contact for manufacturing sites in Slovenia. In the role you will also be implementing the global Procurement strategic goals on country level for your area of responsibility and successfully managing relevant KPIs in regards to productivity, compliance metrics, processes, customer satisfaction and people development. You will be managing a small team.

Very important part of the role is to successfully manage and develop relationships, to drive value for your business.

Categories: Production Design and Construction, Production Equipment, Machinery and Supplies, Facility Management, Cleaning Agents, Utilities, Laboratory Supplies and Equipment, Analytical services.

## About the Role

### Key Responsibilities:

- Accountable productivity/cost efficiency targets for your area of responsibility.
- Ensure effective local implementation of global supplier strategies (e.g. implementation of strategic suppliers, contracting principles, execution of global/regional contracts).
- Manage quality of the 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, building effective relationships of mutual trust and understanding.
- 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 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).
- Ensure effective communication between the different Procurement functions, such as Operations, Capability

centres, global/regional category management, compliance.

### **Essential Requirements:**

- Bachelor degree required in Business, Engineering or similar; Master's degree preferred.
- Minimum 5 years of procurement experience in large multinational organization.
- 1-3 years of experience in managing people and team in an international environment.
- Experience in change management and leading through change.
- Ability to influence and manage senior stakeholders.
- Proven track record of successful supplier negotiation and management.
- Proven track record of delivering the saving target and bringing value add through procurement processes.
- Excellent spoken and written English and Slovene are a must.

**Why Novartis:** 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>

**You'll receive (for Slovenia):** Competitive salary, Annual bonus, Hybrid working schedule, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

**You'll receive (for Czech Republic only):** 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/>

### **Commitment to Diversity and Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' 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, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

### **Višji nabavni ekspert za skupino držav - Slovenijak**

**Lokacija dela:** Ljubljana, Slovenija ali Praga, Češka #LI-Hybrid

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

### **O delovnem mestu:**

Odgovorni boste za vodenje indirektnih nabavnih kategorij za proizvodne lokacije v Sloveniji. Za proizvodne lokacije boste glavna kontaktna oseba, za vse zadeve vezane na nabavo. Odgovorni boste tudi za vpeljavo in globalnih nabavnih ciljev na raven države za svoje kategorije ter za doseganje globalnih strateških ciljev za svoje področje. Vodili boste manjšo ekipo nabavnikov.

Zelo pomembnem del, bo tudi uspešno upravljanje in razvijanje odnosov, ki so pomembni pri poslovanju z deležniki ter s ključnimi dobavitelji na vašem področju odgovornosti s ciljem povečati vrednost za Novartis.

Kategorije: Načrtovanje proizvodnje in konstrukcije; Oprema, deli in potrošni materiali za proizvodnjo; Upravljanje stavb; Čistilna sredstva; Energenti; Laboratorijska oprema s pripadajočimi potrošnimi materiali; Storitve laboratorijskih analiz.

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

- Skrbeli boste za doseganje strateških nabavnih ciljev za svoje področje.
- Uspešno izvajanje globalnih, regionalnih in lokalnih projektov za kategorije, pri čimer boste morali usklajevati različne deležnike.
- Upravljanje kakovosti celovitih nabavnih procesov za Švico in Nemčijo, vključno s skladnostjo s politikami, strategijami in procesi. Nuditi podporo pri nemoteni integraciji servisnih centrov.
- Opravljati vlogo ključne kontaktne točke za proizvodne lokacije ter za dobavitelje za svoje področje. Sklepanje in ohranjanje učinkovitih odnosov, ki temeljijo na medsebojnem zaupanju in razumevanju – z namenom zagotoviti stroškovno učinkovitost.
- 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 Novartisovi vrednosti 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).

VIDEO: splošni video EVP – Novartis life, Novartis mission (purpose), Imagine what you could do at Novartis (Careers), To be curious (Learning)

<https://www.youtube.com/watch?v=cqXyBimXbDI> (Stephanie)

[#video#<https://www.youtube.com/watch?v=UG40lpneh8I>{#400,300#}#/video#] – 25years of Novartis.

[#video#[https://www.youtube.com/watch?v=HUSA096Nn\\_E](https://www.youtube.com/watch?v=HUSA096Nn_E){#400,300#}#/video#] – Life.

[#video#[https://www.youtube.com/watch?v=ggbnzRY9z8w&feature=emb\\_title](https://www.youtube.com/watch?v=ggbnzRY9z8w&feature=emb_title){#400,300#}#/video#] – We are Novartis and we are reimagining medicine.

[#video#<https://www.youtube.com/watch?v=Z9hdwdC8klc>{#400,300#}#/video#] – To be curious.

### **<b>Vaš doprinos k delovnemu mestu:</b>**

- Univerzitetna stopnja izobrazbe poslovne, ekonomske ali druge podobne smeri.
- Minimalno 5 let delovnih izkušenj s področja nabave v mednarodni organizaciji.
- Minimalno 1-3 leta izkušenj z vodenjem ljudi v mednarodnem okolju.
- Izkušnje z vodenjem med časom sprememb.
- Zmožnost učinkovitega upravljanja z različnimi deležniki, z namenom doseganja ciljev.
- Dokazane izkušnje s pogajanjem.

- Dokazane izkušnje z ustvarjanjem prihrankov za organizacijo.
- Tekoče znanje poslovnega angleškega in slovenskega jezika je nujen pogoj (ustno in pisno).

### **<b>Nudimo vam:</b>**

Konkurenčen plačni paket, letni bonus, hibriden način dela, možnost dela 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.

### **<b>Zakaj bi se pridružili Novartisu?</b>**

766 milijonov. Toliko življenj so se dotaknili naši izdelki v letu 2021. In čeprav smo na to dejstvo ponosni, vemo, da lahko doprinesemo več ter s tem izboljšamo in podaljšamo še več življenj.

Verjamemo, da lahko nove vidike, odgovore in rešitve najdemo z združitvijo medicinske znanosti in digitalne inovacije ter da je lahko raznoliko in vključujoče okolje navdih za nove načine dela.

Verjamemo, da lahko naš potencial raste in se razvija v kulturi, ki jo podpirajo opolnomočenost, integriteta, radovednost in fleksibilnost. In da lahko ustvarimo kar želimo, ko sodelujemo s pogumom in se ambiciozno lotevamo najtežjih zdravstvenih izzivov.

Zamislite si, kaj vse lahko dosežete v Novartisu!

### **Predani smo raznolikosti in vključenosti**

Novartis se zavzema za raznolikost, enake možnosti in vključenost. Prizadevamo si za oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

**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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**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

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Job ID

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