

Project & site procurement manager

Job ID
REQ-10003591
Apr 27, 2024
China

Summary

-To be responsible for multiple categories in one country OR one cross divisional category in one country part of the Category aligned teams. May lead the delivery of individual projects defined as part of the Annual Category Plan; to focus on project delivery with activities including requirements gathering, market analysis, qualifying and selecting suppliers with the relevant Business Partners and stakeholders, as well as non-sourcing projects such as demand management and process improvement.

About the Role

Key Responsibilities

- Develops and implement project procurement strategy, which is aligned with global strategy and project plan.
- Ensure all procurement activities are in accordance with Novartis Procurement policy and procedure, fostering the highest professional and ethical standard.
- Engages and manage relationship with project manager and project team.
- Evaluate external supplier to delivery high quality service and goods.
- Identify and set up purchasing project plan according to project timeline, and push project on the time.
- Work with project team to the facilitate achievement of project and maximize project saving.
- Management supplier selection, Competitive sourcing, purchasing contracts, on-board supplier, which secure a continuous competitive position and on-time delivery for project.
- Report Procurement data and progress to project Steering Committee and global, and cooperate with project controller to prepare project cost report.
- Ensure Novartis team member to join the clarification to imported purchasing activity, engagement with final decision during purchasing activity
- Implementation and continuous improvement and innovation of procurement best practice, system and practice. Identify and control procurement risk to be business continuity.

Essential Requirements:

- Bachelor's degree above
- Fluent in oral and written English and Chinese
- 4-5 years purchasing experience in multinational Pharmaceutical Company
- Large Investment Project purchasing experience.
- Good at effective interpersonal communications.
- Customer focus & business awareness.
- Focus on quality and pay attention to details.
- Integrity honest and teamwork spirit.

- Chinese local (pharma) market as beneficial experience
- Familiar with SAP or other ERP system.

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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

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 diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>. You can follow us via Novartis Recruitment WeChat Official Account and Novartis Recruitment WeChat Video Account.

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>

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

Division

Operations

Business Unit

Innovative Medicines

Standort

China

Site

Changping County (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Alternative Location 1

Jiaxing (Zhejiang Province), China

Functional Area

Beschaffung

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

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 diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

EEO Statement :

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society. Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society. Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society. Learn about our business, strategy and

performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Job ID
REQ-10003591

Project & site procurement manager

[Apply to Job](#)

Source URL: <https://qa1.novartis.de/careers/career-search/job/details/req-10003591-project-site-procurement-manager>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. <mailto:diversityandincl.china@novartis.com>
4. <https://talentnetwork.novartis.com/network>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Changping-County-Beijing/Project--site-procurement-manager_REQ-10003591
8. <mailto:diversityandincl.china@novartis.com>
9. <https://talentnetwork.novartis.com/network>
10. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Changping-County-Beijing/Project--site-procurement-manager_REQ-10003591