

# Buyer - Japan Commercial (Japanese Speaker)

Job ID  
REQ-10008050  
Juli 01, 2024  
Malaysia

## Summary

The Buyer is responsible for the execution of bidding and contracting activities for/in support of assigned countries/categories according to the defined buying processes, information sharing across countries/categories to demonstrate standard methodologies. The role also provides analytics and prepares reports, supplies to delivery of measurable value for Novartis, through alignment of business requirements, sourcing expertise, supplier market intelligence, financial efficiency and mitigation of risk. The role supports data quality management within Procurement function according to the defined processes to find opportunities and to support continuous improvement, assures the delivery of services according to defined meaningful metrics and Service Levels.

## About the Role

Your Responsibilities:

**Your responsibilities include, but not limited to:**

- **Sourcing activities**
- **Sourcing validation and analysis from business users, country procurement organization or category managers:**
  - **Direct users on accurate buying (content streams) channels if required.**
  - **Engage category teams where defined thresholds are met.**
  - **Activities scope and sourcing plan definition, opportunity analysis.**
  - **Supplier selection, requested risk analysis performance verification and update.**
  - **Supplier scoring criteria definition and documentation preparation for driven bidding event.**
  - **Inputs collection and sharing to category managers on overall category strategy.**

- **eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.**
- **Document and communicate final award decision:**
- **Negotiations after the eSourcing event closure to reach the most competitive prices.**
- **Bids examination and sourcing summary sheet (outcome) completion.**
- **Recommendation to award and advising suppliers on competitive bidding results.**
- **Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities.**
- **Contracting activities**
- **Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).**
- **Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure clarity and consistency on various performance metrics.**
- **Support users with documentation required to submit purchase requests.**

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

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Experience of working in Procurement operations or equivalent operations.
- Experience in reporting & sophisticated analytical and presentation tools.
- Experience in spend reporting, analysis and optimization.
- Experience with eSourcing tools.
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders.
- Experience in supporting clients directly / leading stakeholders.
- High validated interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, interpersonal skills, results oriented and proactive.
- Strong sense for independence and self-drive.
- Curious mind and high motivation to learn.

**LANGUAGES**

Proficient spoken and written English and Japanese

## 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>

## 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>

**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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Division

Operations

Business Unit

CTS

Standort

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Beschaffung

Job Type

Full time

Employment Type

Regular

Shift Work

No

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