

# Procurement Buyer Specialist Japanese Speaker

Job ID  
REQ-10015634  
Juli 29, 2024  
Malaysia

## Summary

The Procurement Buyer Specialist will be responsible in sourcing to contracting process for NTO indirect procurement

## About the Role

### Your Responsibilities:

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

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate -Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management, negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Effectiveness & Efficiency -Value Delivery (Financial) & Customer Delivery (service Provision)

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

- Organization Scope; Scale and Complexity.
- Functional Breadth.
- Major Change.
- Collaborating across boundaries.
- Representing the organization.
- Operations Management and Execution.

**Skills:**

- Internal And External Customer Needs Analysis & Satisfaction Studies.
- Negotiating.
- Root Cause Analysis And Problem-Solving.
- Vendor Management.

**Languages :**

- English.
- Japanese

**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/careers/benefits-rewards>

**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

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Division

Operations

Business Unit

Innovative Medicines

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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