

# 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.

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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

Location

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  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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