

Buyer - English Speaker

Job ID
REQ-10044332

3月 20, 2025

Malaysia

摘要

To be responsible for multiple categories in a country or one cross-divisional category. They may lead individual projects outlined in the Annual Category Plan, which includes tasks such as gathering requirements, conducting market analysis, qualifying and selecting suppliers in collaboration with relevant stakeholders, and implementing non-sourcing initiatives like demand management and process improvement

About the Role

Major accountabilities:

- Analyze and validate sourcing requirements from business users, category managers, and country procurement organizations.
- Implement sourcing business plan including deploying category-specific actions, supporting target development and delivering savings targets.

- Define project scopes and sourcing plans, conduct opportunity analyses, select suppliers, and perform evaluation assessments.
- Facilitate contract management and execution, ensuring adherence to company policies and legal requirements.
- Coordinating with suppliers and internal stakeholders to resolve any procurement-related issues.
- Maintain accurate procurement records and documentation
- Understand procurement disciplines including category management, negotiation, contracts, systems and processes, project or information management

Key performance indicators:

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

Minimum Requirements:

Work Experience:

- Bachelor's degree in business administration, Economics, Engineering, or a related field.
- Min 5 years of experience in a global procurement or supply chain role in a similar position of advantage
- Proven experience in procurement operations, reporting, analysis, and optimization.
- Proficiency in eSourcing tools.
- Strong understanding of multinational business operations and culture.
- Excellent interpersonal, communication, and negotiation skills.
- Advanced analytical and conceptual thinking abilities.
- Strong organizational skills and results-oriented approach
- Work effectively with virtual teams and remote collaborators and lead collaboration efforts.

Skills:

- Project management
- Negotiation
- Root Cause Analysis and Problem-Solving.
- Vendor Management.

Languages :

- English, both written and spoken. Proficiency in Mandarin is a plus.

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部门

Operations

Business Unit

Universal Hierarchy Node

地点

Malaysia

站点

Selangor

Company / Legal Entity

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

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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