

Procurement Buyer Real Estate Facilities Services

Job ID
REQ-10046488

4月 02, 2025

Mexico

摘要

Location: Mexico City #Hybrid

About the Role:

This role will be responsible for purchasing activities within the category and provide transactional & administrative support, assisting colleagues on Procurement activities.

About the Role

Major Accountabilities

- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.
- Deriving game-changing strategies by defining clear category objectives, working with

analytical data, business stakeholders and market expertise. Aligning strategies to measurable target and clearly conveying them to the organization.

- Understanding the respective category market levers, trends and main players as well as internal processes.
- Analyzing problems, considering and profiling alternatives; willingness to make timely, balanced recommendations and business decisions
- Planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Understanding the steps, methods and processes to manage supplier, covering supplier strategy, supplier collaboration, supplier development, supplier lifecycle management and supplier performance management.

Role Requirements:

- University/Advanced degree is required.
- Stakeholder management
- 2 years of Procurement experience and contracting experience.
- Experience in navigating in global, matrix organizations and across geographies and cultures.
- Experience in sourcing processes (e.g. RFI/RFQ), negotiation strategies, project management, good communication and collaboration skills as well as market analysis capabilities to drive operational excellence
- Advanced English

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部门
Operations

Business Unit
CTS

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area
Procurement

Job Type
Full time

Employment Type
Regular

Shift Work
No

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