

Procurement Manager - English and Mandarin Speaker

Job ID
REQ-10048669

4月 16, 2025

Malaysia

摘要

The Procurement Manager is responsible for leading or supporting one or more Procurement categories and/or serving as the key procurement contact to one or more business areas (e.g., division(s), franchise(s), corporate function(s)) across Australia-New Zealand (ANZ), South Korea (SK) and Taiwan (TW). The role is accountable for implementing the global Procurement strategic goals on country level for the area of responsibility and successfully managing relevant KPIs in regard to productivity, compliance metrics, processes, customer satisfaction and (if applicable) people development. Implement vendors master concepts to deliver value and reduce procurement touch.

The Procurement Manager will be responsible for multiple categories in Marketing and Sales and Professional Services (including Training and Development) across countries and will lead the delivery of individual projects 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

Major accountabilities:

- Create and align country/cluster strategic goals to the overall Procurement strategy and implement global category strategy at local level OR implement sourcing business plan for area of responsibility; directly deploy global/regional/local category strategy at site level.
- Accountable productivity/cost efficiency targets in their area of responsibility by ensuring the implementation of sourcing plans for the sub-category & deliver sub-category savings targets following engagement in the target setting process.
- Manage relationships with stakeholders serving as key contact for stakeholders in their area of responsibility. Build effective relationships of mutual trust and understanding.
- Manage strategic sub-category supplier relationships and implement consistent key performance indicators for the sub-category, and report on suppliers' performance.
- Manage and build effective relationships with key suppliers in their area of responsibility to drive value for Novartis through cost effectiveness and access to innovation. Implement consistent key performance indicators for the sub-category, ensuring that any supplier performance risks and issues are resolved on a timely basis to end-user satisfaction.
- Provide input into the overall Category segmentation and identification of key supplier relationships or may directly control purchases with respect to supplier choice, timing and commercial conditions on a local basis (may vary between divisions depending on way spend is controlled).
- Collect supplier information and feedback from Divisions, countries, sites, Category teams and Business Partners, and deliver Procurement Balanced Scorecard metrics for the relevant sub-category.
- Ensure effective communication between the different Procurement functions, such as Operations, Capability centers, global/regional category management, compliance.
- Create, apply, complete and review major contracts for the sub-category and ensure that negotiated contracts are clearly communicated for the sub-category area and that they are consistently applied.

Key performance indicators:

- Performance in accordance with defined KPIs -Value Delivery (Financial) & Customer Delivery (service provision)

Minimum Requirements:

Work Experience:

- Collaborating across boundaries.
- Cross Cultural Experience.
- Implementing Major Change across boundaries.
- Organization Scope; Scale and Complexity.
- Operations Management and Execution.
- Representing the organization.
- Project Management.

Skills:

- Internal And External Customer Needs Analysis & Satisfaction Studies.

- Negotiating.
- Root Cause Analysis And Problem-Solving.
- Vendor Management.

Languages :

- English & Mandarin.

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部门
Operations

Business Unit
CTS

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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