

Procurement Specialist(Fluent in French)

Job ID

REQ-10078197

May 27, 2026

LOC_CZ

About the Role

Sourcing activities

- Sourcing validation and analysis from business users, country procurement organization or category managers: Direct users on correct buying (content streams) channels if required.
- Engage category teams where defined thresholds are met. Activities scope and sourcing plan definition, opportunity analysis.
- Supplier selection, requested risk analysis performance verification and update. Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- Inputs collection and sharing to category managers on overall category strategy eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Document and communicate final award decision. Negotiations after the eSourcing event closure to reach the most competitive prices.
- Bids examination and sourcing summary sheet (outcome) completion. Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities. Report productivity as per Procurement guidelines and support measurements / activities to improve. defined KPIs:
- Savings identification and achievement through competitive bidding process. Baseline and savings methodology definition for in-scope categories. Savings calculation and tracking.
- Identification and initiation of continuous improvement activities through analysis of historical events, performance and trends.

Contracting activities

Contract preparation:

- Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation.
- Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic).
- Contract archiving in the global standard contract management system. Post signature contract management:
- Contracts search and reporting. Contracts check against defined procedures (e.g. amendments stored correctly).
- Monitoring and identification of expiring contracts, initiating process for contract extension or competitive bidding. Termination strategy definition and contracts termination management.
- Business support with unsolved delivery issues (escalation point). Suppliers' performance review coordination for key local suppliers.

Other activities:

- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).
- Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure transparency and consistency on various performance metrics.
- Support users with documentation required to submit purchase requests.

Minimum Requirements:

- Fluent in French
- Experience in Procurement

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?

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Role Requirements

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Division

DIV_TO

Business Unit

Other

Location

LOC_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

FCT_PR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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