

Sourcing Associate

Job ID

REQ-10078249

Jun 24, 2026

LOC_MY

About the Role

Major Accountabilities

- Execute sourcing and bidding processes, including supplier selection and eSourcing events.
- Analyze business requirements and develop sourcing strategies/opportunity assessments.
- Lead supplier communication, training, bidding analysis, and award decisions.
- Conduct negotiations to secure optimal pricing and value.
- Prepare, negotiate, and manage contracts throughout their lifecycle.
- Track savings, financial productivity, and procurement KPIs.
- Monitor supplier performance, risks, and contract compliance; manage renewals/terminations.
- Drive continuous improvement, reporting, and data quality within procurement processes.

Minimum Requirements

- 2+ years of experience in procurement or a similar global operations role.
- Mandatory Japanese language proficiency.
- Experience in procurement operations or equivalent functions. Strong skills in reporting, analytics, and presentation tools.
- Experience with spend analysis, optimization, and eSourcing tools.
- Understanding of multinational business operations and ability to work in virtual teams.
- Strong stakeholder management, communication, and negotiation skills.
- Analytical mindset, proactive approach, organizational skills, and high learning agility.
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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? <https://www.novartis.com/about/strategy/people-and-culture>

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Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Role Requirements

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division
DIV_TO
Business Unit
Purchasing & Sourcing
Location
LOC_MY
Site
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
FCT_PR
Job Type
Full time
Employment Type
Regular
Shift Work
No
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