

NTO Specialist - Buyer

Job ID

REQ-10087529

Sep 17, 2026

LOC_MX

About the Role

Major accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate -Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution (Cross-Divisional/Pharma spend <\$12m NCH/SDZ/NVD/NIBR spend <\$10 m).
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management,negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum Requirements:

Work Experience:

- Previous experience in Procurement with 2+Years
- Cross-functional and cross-country collaboration
- Vendor & Stakeholder Management
- Sourcing & Contracting experience
- Launching tender process
- English communication(verbal & written)

Skills:

- Bachelor's degree in Business Administration, Supply Chain Management, Procurement, Logistics, Finance, Economics, or a related field.
- Negotiating
- Root Cause Analysis and Problem-Solving.

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.

Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to

perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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

Role Requirements

Division

DIV_TO

Business Unit

Other

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_PR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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