

Procurement Manager REFS

Job ID

REQ-10087983

Sep 18, 2026

LOC_CZ

About the Role

Major Accountabilities

- Lead end-to-end sourcing and procurement activities for Capital Projects, Real Estate, and related facilities categories, ensuring alignment with business objectives and procurement strategies.
- Develop sourcing approaches and negotiation strategies for procurement requirements above strategic thresholds when no existing category strategy is available.
- Oversee and support sourcing execution conducted by buyers, acting as an escalation point for complex procurement and supplier issues.
- Partner with REFS, Finance, Procurement stakeholders, and business leaders to identify cost-effective solutions that balance operational needs and company strategy.
- Drive savings initiatives, productivity improvements, and value creation opportunities across assigned spend categories.
- Monitor supplier markets, industry trends, and competitive intelligence to enhance sourcing decisions and category performance.
- Ensure procurement activities comply with corporate policies, responsible procurement standards, anti-bribery requirements, and preferred supplier agreements.
- Manage procurement projects and category performance, maintaining strong communication with regional/category teams to leverage demand aggregation and risk mitigation opportunities.

Minimum Requirements

- Bachelor's degree or equivalent university qualification required; Master's degree in Business Administration, Finance, Law, Engineering, or a related field preferred.
- Professional procurement certification such as CIPS (or similar) strongly preferred.
- Minimum 5+ years of procurement and contract management experience.
- Demonstrated experience sourcing capital projects, construction, real estate, IFM (Integrated Facilities Management), or related services.
- Strong expertise in strategic sourcing, RFI/RFQ processes, supplier evaluation, contract negotiations, and Source-to-Contract (S2C) methodologies.
- Proven ability to work effectively within global, matrixed organizations and collaborate across multiple geographies and cultures.
- Strong analytical, project management, stakeholder management, and financial acumen skills with experience managing significant spend portfolios.
- Excellent written and verbal English communication skills; additional language capabilities such as German, Spanish, Portuguese, or Russian are advantageous.

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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Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the

patients and communities we serve.

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Role Requirements

Primary location salary range

Kč792,190.00 - Kč1,471,210.00

Division

DIV_TO

Business Unit

Purchasing & Sourcing

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

Temporary (Fixed Term)

Shift Work

No

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