

Procurement Specialist

Job ID

REQ-10084811

Sep 22, 2026

LOC_MY

About the Role

Major accountabilities

- Support the development and execution of category strategies and sourcing plans aligned to business objectives.
- Implement sourcing initiatives and procurement activities to achieve category goals and operational requirements.
- Drive cost savings, value creation, and supplier performance improvement initiatives.
- Conduct market intelligence, supplier analysis, and spend analysis to support category decision-making.
- Identify, assess, and mitigate category-related risks while ensuring business continuity.
- Manage contract lifecycle activities, including contract execution, compliance, and documentation.
- Collaborate with internal stakeholders and suppliers to optimize procurement outcomes and service levels.
- Ensure adherence to procurement policies, processes, and best practices across category activities.

Minimum Requirements

- Bachelor's degree in Business, Supply Chain, Procurement, Engineering, or a related discipline.
- Proven experience operating within complex, multinational organizations.
- Demonstrated ability to collaborate effectively across regions, functions, and cultures.
- Minimum 2+ years of experience in procurement execution, strategic sourcing, and process improvement initiatives.
- Background in direct and/or indirect procurement, preferably within the pharmaceutical, healthcare, or regulated industries.
- Strong understanding of category management, supplier negotiations, contract management, and procurement processes.
- Experience managing supplier relationships and delivering measurable savings and value outcomes.
- Hands-on experience with Procurement systems. Fluency in English; Mandarin language skills are considered an advantage.

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

Division

DIV_TO

Business Unit
Purchasing & Sourcing
Location
LOC_MY
Site
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (197101000541)
Functional Area
FCT_PR
Job Type
Full time
Employment Type
Regular
Shift Work
No
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