NOVARTIS

Procurement Digital Transformation & Performance Manager

Job ID
REQ-10085561
Aug 18, 2026
LOC_MX

About the Role

Major Accountabilities

- Drive Procurement Performance Analytics & Reporting: Develop, maintain, and enhance dashboards, KPIs, scorecards, and reporting solutions for Procurement and Global Fleet performance management.
- Generate Data-Driven Business Insights: Analyze spend, savings, supplier, compliance, operational, and project data to identify trends, risks, opportunities, and value creation initiatives.
- Enable Strategic Decision-Making: Translate complex data into actionable insights, recommendations, and executive-level narratives to support leadership decisions and category strategies.
- Support Procurement Strategy & Performance Reviews: Provide analytics and performance transparency to support business reviews, strategic planning, transformation tracking, and leadership discussions.
- Ensure Data Governance & Reporting Excellence: Maintain high standards of data quality, consistency, reliability, and governance across reporting and performance management processes.
- Provide PMO & Transformation Support: Manage project plans, milestones, governance materials, risk logs, action trackers, and progress reporting to ensure successful initiative execution.
- Drive Digital Transformation & Continuous Improvement: Identify and implement opportunities for process simplification, automation, AI, analytics, and workflow optimization to improve efficiency and user experience.
- Enable Leadership Communications & Organizational Effectiveness” Support executive presentations, governance forums, communications, training, meeting coordination, action tracking, and adoption of new tools and ways of working.

Minimum Requirements

- Education: Bachelor's degree in Engineering, Data Analytics, Economics, Finance, Information Systems, or a related discipline.
- Relevant Experience: 4-7 years of experience in Data Analytics, Business Intelligence, Procurement, PMO, Consulting, Operational Excellence, or related functions.
- Analytics & Reporting Expertise: Proven experience developing dashboards, managing KPIs, performing business performance analysis, and delivering reporting solutions. Experience in Microsoft Office 365 (Power BI, Power Point and Excel) Business Insight & Executive Communication: Demonstrated ability to convert complex data into actionable insights, recommendations, and presentations for senior stakeholders.
- Project Management & Governance: Experience supporting project execution, governance processes, risk management, action tracking, and cross-functional transformation initiatives.
- Procurement or Operations Knowledge: Exposure to Procurement, Supply Chain, Operations, or related business functions, with an understanding of performance and operational metrics.
- Digital Transformation & Automation Capability: Knowledge of AI, automation, analytics, and continuous improvement methodologies, with experience supporting technology-enabled transformation initiatives.
- Stakeholder Management & Communication Skills: Strong collaboration, influencing, presentation, and communication skills, with the ability to work effectively across regions, functions, and organizational levels; fluent English and Spanish required (Portuguese preferred).

Desired skills: SAP Ariba system , Power BI, Power Automate, Power Apps, Microsoft Copilot, Alteryx, Dataiku, SQL, Snowflake, Power Query, Python, Tableau, and Jira.

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.

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Role Requirements

Division
DIV_TO
Business Unit
Purchasing & Sourcing
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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