

# Buyer - HQ Indirect Categories

Job ID  
REQ-10040775  
Feb 19, 2025  
Czech Republic

## Summary

In this role as Buyer - HQ Indirect Categories, you will be responsible for the Indirect categories in our Headquarters in Switzerland and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation. You will support the Category leadership with the day-to-day activities of Category management.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- 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.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution for the respective categories.
- 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).

### Essential Requirements:

- > 2 years of experience of working in a global environment in a similar or equivalent position.
- Experience of working in Procurement operations and basic understanding of P2P Processes.
- Experience in Spend reporting, analysis and optimization. Experience with eSourcing tools.
- Experience in supporting clients directly / managing Stakeholders.
- High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive.
- Good understanding of operations and business culture of multinational company.
- Ability to work in virtual teams and with remote stakeholders.
- Strong sense for independence and self-drive. Curious mind and high motivation to learn.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@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 is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID  
REQ-10040775

## **Buyer - HQ Indirect Categories**

[Apply to Job](#)

---

**Source URL:** <https://uat2.novartis.de/de-de/careers/career-search/job/details/req-10040775-buyer-hq-indirect-categories>

### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Buyer---HQ-Indirect-Categories\\_REQ-10040775-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Buyer---HQ-Indirect-Categories_REQ-10040775-1)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Buyer---HQ-Indirect-Categories\\_REQ-10040775-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Buyer---HQ-Indirect-Categories_REQ-10040775-1)