

# US Head of Strategy & Operational Excellence – Procurement

Job ID

REQ-10042994

Mar 07, 2025

Mexico

## Summary

Location: Mexico City #Hybrid

### About The Role:

As the right-hand leader to the US Regional Procurement VP, the US Head of Strategy & Operational Excellence – Procurement supports the largest market of Novartis and global categories by leading strategic initiatives that enhance procurement performance, optimize processes, and accelerate digital transformation. This role ensures operational excellence, risk management, compliance, financial governance, supplier relationship management (SRM), and talent development. The position requires a data-driven, strategic leader who can influence key stakeholders, oversee performance analytics, and align procurement with corporate objectives, ensuring it operates as a strategic enabler. This role oversees a team of three, providing leadership and direction to drive procurement excellence.

## About the Role

### Major accountabilities:

- **Lead the digital transformation agenda** by enabling the strategic use of self-service reporting, automation, and dashboards. Oversee the **Portfolio Management Dashboard and SRM Program Tool** to enhance procurement analytics. Support the deployment of **Ariba Guided Buying, Global Unified Dashboard, and Contract Authoring initiatives**.
- Develop **simplification applications** to eliminate manual inefficiencies in procurement operations, ensuring that teams focus on high-value work. Leverage **predictive analytics and AI-driven insights** to support procurement decision-making at a strategic level. Manage and develop a team of three, ensuring their growth, engagement, and alignment with procurement transformation objectives.
- Ensure clear **development plans** for all Strategy & Operational Excellence team members. Lead **targeted upskilling efforts** by supporting competency-building programs for procurement professionals. **Coordinate training programs for the US Procurement team**, ensuring alignment with strategic goals.
- Design and lead **workshops and capability-building sessions** for the procurement team to drive strategic alignment, problem-solving, and innovation.
- Focus on **coaching and leadership development**, ensuring that procurement professionals evolve into strategic business partners rather than just operational executors. Retain and develop top talent through Culture's surveys action plans and structured learning initiatives.
- Support the **upgrade of key leadership roles**, ensuring procurement is equipped with high-caliber

talent. Contribute to the **risk management strategy** by identifying potential supply chain disruptions from external factors such as **policy or regulatory changes**, ensuring proactive mitigation measures are in place.

- Ensure compliance with controls, audit readiness, and transparent governance. Drive the **inclusion of ESG criteria in all supplier contracts** (100% compliance for new or renewed contracts). Promote increased **supplier diversity spend**, ensuring alignment with corporate sustainability goals.

#### Minimum Requirements:

- Bachelor's or Master's degree in Business, Procurement, Supply Chain, Finance, or related fields.
- 10+ years in procurement, operations, or strategy roles within multinational corporations.
- Ability to **leverage procurement technologies strategically** to drive business decisions rather than just execute analytics. Knowledgeable in **Power BI, Python, and automation tools** for procurement analytics. Proficient in the usage of **SAP Ariba, Coupa, MS Dynamics, or similar procurement suites**. Expertise in **contract management, supplier negotiations, and risk assessment**.
- Experience with **AI-driven procurement tools** and **digital transformation initiatives**. Strong proficiency in **process excellence methodologies**, including **Lean Six Sigma, agile frameworks, and operational efficiency tools** to enhance procurement workflows.
- Strong leadership and **stakeholder management** capabilities. Excellent **analytical and problem-solving** skills.
- **Strategic thinker** with the ability to influence and drive organizational change. Strong communication and presentation skills (english)

#### Why Join This Role?

- Act as the **Chief of Staff to the US Regional Procurement VP**, ensuring strategic alignment in the largest market of Novartis, playing a pivotal role in shaping and executing procurement strategy. Lead high-impact initiatives that **transform procurement operations and strategy**.
- Be at the **forefront of digital procurement innovation and process excellence**.
- Work in a highly **visible role with executive-level engagement and decision-making influence**.
- Play a critical role in **supplier engagement, risk management, and ESG compliance**.
- Drive talent development and shape the future of procurement **capabilities, analytics, and automation**.

**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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Division

Operations

Business Unit

CTS

Location

Mexico

Site  
INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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5. <mailto:tas.mexico@novartis.com>

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