

# Tender activities manager

Job ID  
REQ-10028744  
Nov 07, 2024  
Italy

## Summary

The Tenders and activities manager plays a pivotal role in streamlining all activities related to tender management, ensuring efficiency and fulfillment of business objectives. This position is instrumental in driving seamless business operations and bolstering tender processes and projects to propel the organization's growth.

## About the Role

### Major accountabilities:

- Manage and coordinate the end-to-end tendering process, ensuring timely, accurate, and compliant responses to tender invitations.
- Jointly with the head of SC&COs, develop and execute strategies, working closely with cross-functional teams, to enhance the organization's competitive positioning in the tendering process.
- Work closely with the senior Global NVS team to manage project development and implementation within the tender area (i.e., LDC project, companies' integration, other innovative solutions, and applications).
- Support the head of SC&COs in establishing a new organized path for building relationships with institutional stakeholders (i.e., RUP).
- Ensure and implement effective process control plans within their area of competence, including quality, performance, and adherence to company standards.
- Use the PBI dashboard and AI technology for data analysis and defining KPIs to support growth.
- Coordinate and manage activities, jointly with the tender team, making informed decisions for management and providing the team with constructive feedback.
- Jointly with the head of SC&COs, set clear objectives for the team, prioritize tasks, and develop realistic action plans aligned with the organization's strategy. Maintain adherence to regulatory, legal, and NVS standards in all tendering activities.

### Key performance indicators:

- Accuracy of reporting-performance data, tender related
- Define KPIs to understand regional trends (tender related)
- Accuracy in presenting the documentation during the tender process
- Work with AI system to keep the business updated on Tender depletion
- benchmarks

### Minimum Requirements:

### Work Experience:

- 7+ years of experience in Tender Management with a proven attitude for process management.
- People management/coordination.

**Skills:**

- Proven experience in tendering and processes management.
- Strong leadership and team management skills.
- Excellent communication, negotiation, and interpersonal abilities.
- Analytical mindset with the ability to interpret, elaborate data and make informed decisions.
- Knowledge of pharma industry-specific regulations, standards, and best practices.
- Proficiency in using software tools for project management, data analysis, and documentation.
- Innovation mind-set
- Communication skills
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**Education (minimum):**

- Master's degree in law, or any other field related to the position

**Languages:**

- Mastery of English (spoken & written)

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Division

Operations

Business Unit

Innovative Medicines

Location

Italy

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Sales

Job Type

Full time

Employment Type

Regular

Shift Work

No

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