

# Senior Buyer (Japanese Speaker)

Job ID  
REQ-10034872  
Jan 08, 2025  
Malaysia

## Summary

The Senior Buyer will be responsible for multiple categories in a country or one cross-divisional category. They may lead individual projects outlined in the Annual Category Plan, which includes tasks such as gathering requirements, conducting market analysis, qualifying and selecting suppliers in collaboration with relevant stakeholders, and implementing non-sourcing initiatives like demand management and process improvement

## About the Role

### Your Responsibilities:

Your responsibilities include, but not limited to:

- Validate and analyze sourcing requirements from business users, category managers, and country procurement organizations.
- Engage category teams when defined thresholds are met.
- Define project scopes and sourcing plans, conduct opportunity analyses, select suppliers, and perform risk assessments.
- Draft, review, and approve contracts, ensuring compliance with company policies and legal requirements. Coordinate the signature process for both physical and electronic contracts.
- Conduct consistency checks and identify corrective actions (e.g. related contract coverage)
- Support the development of executive management reports and business performance reviews.
- Collaborate with SMEs to maintain clarity and consistency.
- Direct users to appropriate buying channels (if required)

### What you'll bring to the role:

- University degree in Business Administration, Economics, Engineering, or a related field.
- 5+ years of experience in a global procurement or supply chain role in a similar position of advantage
- Proven experience in procurement operations, reporting, analysis, and optimization.
- Proficiency in eSourcing tools.
- Strong understanding of multinational business operations and culture.
- Excellent interpersonal, communication, and negotiation skills.
- Advanced analytical and conceptual thinking abilities.
- Strong organizational skills and a results-oriented approach
- Work effectively with virtual teams and remote collaborators, support clients directly, and lead collaboration efforts.

Fluency in English and Japanese, both written and spoken.

## Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

## 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.

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**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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**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

Innovative Medicines

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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