

# Cluster Procurement Category Manager (Japanese Speaker)

Job ID  
REQ-10038873  
Feb 04, 2025  
Malaysia

## Summary

The Cluster Procurement Category Manager, Fleet plans and leads all strategic aspects within the category of Fleet, across divisions, on a cluster level and develops proposals for strategic business decisions. The role provides high value procurement solutions to the business and category strategies; support third party vendor selection, vendor development, technology management and performance measurement activities. The Cluster Procurement Category Manager, Fleet ensures best-in-class delivery of external services and products in the Fleet category to support projects and to realize year-on-year productivity improvements, cost savings, and process improvements in close collaboration with the stakeholders in the business. The role will be responsible to manage outsourced service providers managing the day-to-day fleet operational activity from eligibility to order, in life & end of contract processes; operationalizing the controls to measure & enforce vendor compliance to the agreed contracts.

## About the Role

### MAJOR ACCOUNTABILITIES

- **Implement category strategic goals from overall Procurement strategy / Ecosystem management**
- Planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Mapping the value chain, analyzing it and deriving potential scenarios. Includes the understanding and application of total cost of ownership.
- Participating in and / or leading financial discussions with countries. Applying financial knowledge to participate actively, e.g. in budgeting process, including tax aspects in sourcing strategies and structuring sophisticated deals with ecosystem partners.
- Compliance & risk management: supporting reports to determine appropriate compliance level. Monitoring end-to-end compliance (budget, payment, vendor PO, contract invoice, buying channel, etc.) and deriving corrective actions to improve compliance. Applying risk management processes including identifying and evaluating risks, and defining and executing a risk mitigation plan.
- Projecting the dynamics and impacts (e.g. mergers and acquisitions). Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.
- Maintaining and updating Procurement applications accordingly to the Procurement content (e.g. e-catalogs, user portal). Continuous improvement of procurement content and automation.
- Support definition and implementation of Procurement tools and processes.
- Managing data analysis and reporting, e.g. analyzing spend, demand, supply markets and competitors.

Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.

- **Demand management**

- Responsible to ensure the right balance between business needs and Novartis' strategy.
- Accountable to work with stakeholders to identify the most cost-effective ways to deliver business objectives.

- **Fleet sourcing and operations and supplier relationships management**

- Executing the Source-to-Contract process including respective strategies, approaches and methods: Preparing and conducting fact-based negotiations. Adapting tactics from a broad portfolio of negotiation strategies to achieve results that support business and Procurement objectives.
- Oversee Fleet operations activities for multiple countries in line with category strategies, and in compliance with relevant policies and operating procedures, including preferred supplier agreements.
- Manage Fleet operations, including driver escalations and regional and local stakeholder questions raised on the fleet strategy and operations.
- Oversee, control and communicate Country Car Policies in managed countries in collaboration with Country Leadership, relevant functions and outsourced service provider.
- Implement global fleet strategy, manage outsourced service provider in managed countries.
- Standardize vehicle model offering of zero (or low) emission vehicles. Eliminate diesel/petrol vehicles completely in line with Novartis sustainability objectives.
- Support the establishment of an allowance program for eligible associates in countries defined by Global Fleet Strategy.
- Limit the number of strategic leasing and management partners towards advanced and more cost-efficient outsourcing setup and simplified operating model.
- Support development of global fleet strategy via insights into managed countries.
- Oversee fleet database related tasks to ensure data accuracy and comply with IFRS standards.
- Develop and evolve a suite of reports and analytics on the fleet that supports all stakeholders.
- Support strategic projects. Sustainability strategy, fuel and energy management, employee car schemes, mileage capture & telematics.
- Identify and implement process improvements that increase efficiency and reduce costs in the procurement of fleet-related products and services.
- Ensure compliance with all legal and regulatory requirements related to the procurement of fleet-related products and services.
- Proactive assessment of new ways of working, involving innovative scientific & technical solutions by identifying and onboarding the right suppliers.

- **Manage relationships with stakeholders**

- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.
- Achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.

## **EDUCATION EXPERIENCE**

### **EDUCATION:**

- University/Advanced degree is required.
- Master's Degree/other advanced degree is preferred.

## **EXPERIENCE:**

- 2-5 years of relevant business experience (industry specific experience).
- Preferably > 5-10 years of experience in Procurement or other related experience within the pharmaceutical industry, preferably in category management, supplier management, or related area, with a focus in the Fleet domain.
- Proven track record in fleet management and experience in managing vehicle fleets and the associated processes and policies.
- Strong project management or other leadership experience.

## **LANGUAGES**

### **English and Japanese are mandatory**

Mandarin is added advantage

## **COMPETENCY PROFILE**

- Strong influencer in decision-making process within and outside of procurement.
- Expertise in Fleet. Understanding the respective category market levers, trends and main players as well as internal processes.
- Excellent verbal and written communication skills
- Strong analytical skills, process management & project management experience
- Contract management experience
- Seeking the new, enabling creativity and turning ideas into action
- Acting with integrity, learning and growing, and setting high expectations

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>

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Division

Operations

Business Unit

CTS

Location

Malaysia

Site

Selangor

Company / Legal Entity

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

Alternative Location 1

Hyderabad (Office), India

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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