

# Procurement Manager Latam (Temporary)

Job ID  
REQ-10043714  
Mar 11, 2025  
Mexico

## Summary

Job Description Summary  
Location: Mexico City #Hybrid

### About the Role:

To support Lacan categories and lead the delivery of individual projects defined as part of the Annual Category Plan; to focus on project delivery with activities including requirements gathering, market analysis, qualifying and selecting suppliers with the relevant Business Partners and stakeholders, as well as non-sourcing projects such as demand management and process improvement.

## About the Role

### Major accountabilities:

- Implement global category strategy at local level OR implement sourcing business plan for area of responsibility; directly deploys global category strategy at site level.
- Supervise the implementation of sourcing plans for the sub-category & deliver sub-category savings targets following engagement in the target setting process.
- Provide input into the overall Category segmentation and identification of key supplier relationships or may directly control purchases with respect to supplier choice, timing and commercial conditions on a local basis (may vary between divisions depending on way spend is controlled).
- Manage strategic sub-category supplier relationships and implement consistent key performance indicators for the sub-category, and report on suppliers' performance.
- Collect supplier information and feedback from Divisions, countries, sites, Category teams and Business Partners, and deliver Procurement Balanced Scorecard metrics for the relevant sub-category.
- Create, apply, complete and reviews major contracts for the sub-category and ensure that negotiated contracts are clearly communicated for the sub-category area and that they are consistently applied.
- Manage strategic sub-category supplier relationships and implement consistent key performance indicators for the sub-category, ensuring that any supplier performance risks and issues are resolved on a timely basis to end-user satisfaction.

### Minimum Requirements:

- University/Advanced degree is required. Master's Degree/other advanced degree is preferred.
- Preferably > 5-10 years of relevant subject experience in Procurement (indirects)
- Cross Cultural Experience.
- Strategic sourcing and stakeholder management experience.
- Strong and effective written and verbal communications (English) . Portuguese (desirable)

- Experience in Research and development category (preferred)
- performance in accordance with defined KPIs -Value Delivery (Financial) & Customer Delivery (service Provision)

### **Minimum Requirements:**

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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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