

# Procurement Analyst

Job ID

REQ-10022896

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République tchèque

## Résumé

The Procurement Analyst supports the Procurement leadership team by leading cross-category and cross-divisional activities that drive maximum productivity, properly allocate procurement resources, drive effective strategy and tactics and ensure professional communication and execution of procurement projects and activities globally

## About the Role

### Major accountabilities:

- 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.
- Ability to navigate procurement tools. Expertise in the procurement data structure and procurement classification system for material, services, and suppliers.
- Procurement KPIs (performance, price and demand development): excellent in navigating in Procurement KPIs related to market insights, price and demand development as well as procurement's performance.
- Project management & planning: 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.
- Change management: Embracing and shaping change as well as knowledge how to overcome challenges. Applying systematic change management methods to facilitate change.
- Relationship management and business partnering: achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks

### Minimum Requirements:

- University/Advanced degree is required
- Minimum 6 years of experience working in large international company.
- 3-5 years of relevant business experience.
- Experience with procurement operations and project management.
- Experience with Contract management tools, eSourcing tools (e.g SAP Ariba) and ERP requisition tools.
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).

### Languages :

- English.

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**You'll receive (for Czech Republic only):** Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**You'll receive (for Slovenia):** Competitive salary, Annual bonus, Hybrid working schedule, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

### **Commitment to Diversity and Inclusion:**

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