

# Procurement Intern W&D

Job ID

REQ-10072908

фев 27, 2026

Китай

## Сводка

To be used only for Intern or Student positions.

## About the Role

### Major accountabilities:

- Closely manage daily procurement tracking activities for End-to-End SCM operation service.
- Deal with W&D Procurement operation from KEY stakeholders covering APAC Region incl. China & Japan. Strictly monitor the supplier profile, master data, contract management, sourcing projects and saving plans from Category Managers to improve operation efficiency.
- Administrative documentation and filing management; any other work assigned by superiors.

### Minimum Requirements:

- Bachelor required
- Good communication skill with team-work spirit
- Willing to work under pressure and take assignment under different Time Zones Good at analytical skills, able to data mining
- Strong at language skills via English both in spoken and written

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Дивизион

Operations

Business Unit

Purchasing & Sourcing

Место

Китай

Сайт

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Others

Job Type

Full time

Employment Type

Early Career ( 固定期限 )

Shift Work

No  
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