

## Specialist, General Procurement

Job ID

REQ-10088313

Сен. 28, 2026

Индия

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### Сводка

负责某一个国家/地区的一个类别，支持“类别战略”和“年度类别计划”的实施，交付项目和计划，执行供应商绩效和创新；以负责类别管理的日常工作方式支持类别领导。

### About the Role

#### Major Accountabilities

- ~ 根据“全球类别主管”的要求，支持“类别战略”和“年度类别计划”的制定。
- ~ 执行所负责区域的采购业务计划
- ~ 在类别内部署行动，支持类别目标的开发，并在适当的地方交付节约目标
- ~ 支持跨事业部所有类别级别数据的聚合，以指导自上而下的目标设定流程。
- ~ 支持供应商、市场、类别和内部业务信息的收集，包括类别和子类别级别。
- ~ 根据“Novartis 供应商绩效和创新框架”的定义，在“全球类别主管”的指导下，协助协调供应商细分流程所需的材料。
- ~ 支持类别风险和问题管理的跟踪和记录
- ~ 协助合同管理和执行（跨事业部/制药支出（1200 万 NCH/SDZ/NVD/NIBR 支出（1000万）
- ~ 了解一个或多个采购学科的应用实践、概念和流程（如类别管理、谈判、合同、系统和流程、项目或信息管理）
- ~ 收到后 24 小时内报告与诺华产品相关的技术投诉/不良事件/特殊情况
- ~ 营销样本的分发（适用）

#### Key Performance Indicators

- ~ 有效性与效率
- ~ 价值交付（财务）与客户交付（服务条款）

#### Work Experience

- ~代表组织
- ~重大变革
- ~跨界协作
- ~职能广度
- ~运营管理和执行

#### Skills

- ~内部和外部客户需求分析和满意度研究
- ~供应商管理
- ~谈判
- ~根本原因分析和问题解决

#### Language

英语

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион

Operations

Business Unit

Purchasing & Sourcing

Место

Индия

Сайт

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Закупки

Job Type

Full time  
Employment Type  
正式  
Shift Work  
No

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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