

Procurement Associate

Job ID
REQ-10082630
июл 10, 2026
Чехия
Available in: English

Сводка

To be responsible for specific purchasing activities within a category/location and provide transactional & administrative support, assisting more experienced colleagues on Procurement activities. To work under close supervision and to have limited interaction with the business with respect to Procurement activities.

About the Role

Major accountabilities:

- Support implementation of sourcing business plan for area of responsibility. Provide administrative support in the development of Category targets.
- Provide support, under close supervision, for the development of the Annual Category Plan.
- Assist the consolidation of information and reporting to inform the Procurement Balanced Scorecard.
- Perform various administrative tasks related to the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes.
- Provide administrative support for contract management and execution.
- Manage ad hoc reporting requests -Contribute to vendor audit requests and facilitate corrective actionplans -Developing know-how of applied practice, concepts and process in one or more procurement disciplines.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum Requirements

- Bachelor's degree in Business Administration, Supply Chain Management, Procurement, Finance, or a related field preferred.
- Experience collaborating effectively across functions, teams, and organizational boundaries.
- Exposure to change management initiatives and supporting business transformation activities.
- Understanding of procurement operations, sourcing support, and procurement execution processes.
- Experience in operations management, reporting, data analysis, or administrative support roles preferred.
- Strong verbal and written communication skills, with the ability to engage stakeholders effectively.
- Analytical mindset with the ability to assess customer needs, manage data, prepare reports, and maintain high attention to detail.
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Word), ability to manage multiple priorities in a fast-paced environment, and fluency in English (written and spoken).

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>

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

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Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

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

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

Primary location salary range
Kč399,840.00 - Kč742,560.00

Дивизион

Operations

Business Unit

Purchasing & Sourcing

Место

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Закупки
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@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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