

Specialist, Contract & Supplier Management

Job ID
REQ-10083452
июл 15, 2026
Чехия
Available in: English

Сводка

Are you ready to help shape how a global organisation manages and optimises its most critical external partnerships? We are seeking a Specialist Contract & Supplier Management to join the Business Planning & External Partnerships team within the Biomedical Research Data & Digital organisation at Novartis. In this role, you will help drive the efficient management of supplier relationships, contracts, and governance processes that enable our teams to deliver impactful work across a complex global environment. Your work will contribute directly to stronger operational excellence, improved supplier transparency, and effective collaboration across multiple business functions.

This is an exciting opportunity for someone who enjoys combining operations, process improvement, and stakeholder partnership. You will work closely with colleagues across Data & Digital, Procurement, Legal, Finance, and external suppliers, helping to shape scalable, data-driven, and compliant ways of working. If you are motivated by ownership, continuous improvement, and making a meaningful impact within a fast-paced global organisation, this role offers excellent visibility and opportunity for growth.

Location: Prague, Czech Republic #LI-Hybrid

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Responsibilities:

- Review supplier contracts, Statements of Work and amendments to ensure quality, accuracy and compliance.
- Act as the primary contact for contract and supplier management support across Data & Digital teams.
- Coordinate contract activities with Procurement, Legal and business stakeholders to drive timely outcomes.
- Organise and facilitate supplier governance meetings, tracking actions through to completion.
- Monitor supplier performance and maintain reporting on supplier landscape, pipeline and engagement.
- Support end-to-end supplier management processes while ensuring adherence to Novartis standards.
- Analyse supplier data to identify trends, risks and opportunities for operational improvement.
- Drive continuous process improvements to enhance efficiency, compliance and stakeholder experience.
- Champion the adoption of automation and artificial intelligence capabilities within supplier management activities.
- Build strong cross-functional partnerships to support effective decision-making and external collaboration.

Essential for the role:

- Bachelor's degree in Business Management or a related discipline.
- Significant experience in contract management, procurement operations, supplier management or business operations.
- Strong understanding of contract governance, supplier processes and compliance requirements.
- Experience working with enterprise systems, databases and business reporting tools.
- Proven ability to influence stakeholders and drive outcomes without direct authority.
- Strong collaboration skills with experience working across functions and organisational boundaries.
- Excellent communication skills with confidence engaging senior leaders and business partners.
- Strong analytical mindset with exceptional attention to detail and commitment to quality.

Desirable for the role:

- Experience supporting supplier management activities within a global pharmaceutical, healthcare or regulated environment.
- Experience applying automation, digital tools or artificial intelligence solutions to improve business processes.

Benefits & Rewards:

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 824,600.00 to 1,531,400.00 CZK Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity & Inclusion:

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

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 email 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.

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 \(PDF 30 MB\)](#)

Primary location salary range
Kč824,600.00 - Kč1,531,400.00
Дивизион
Biomedical Research
Business Unit
Information Technology
Место
Чехия
Сайт
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.
Functional Area
Информационные технологии
Job Type
Full time
Employment Type
Regular
Shift Work
No

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