

Procurement Manager REFS

Job ID
REQ-10087983
сен 18, 2026
Чехия

Сводка

The Procurement Manager is responsible for aligning globally and locally with respective REFS, Finance and Procurement Stakeholders (Business Partners) to implement Procurement projects and strategies to realize key productivity targets. Provides end-to-end category and project management in the areas of Capital Projects & Real Estate. This is done through alignment of business requirements, operational excellence, strategic sourcing and negotiation expertise, supplier market intelligence, financial productivity and mitigation of risk

About the Role

Major Accountabilities

- Lead end-to-end sourcing and procurement activities for Capital Projects, Real Estate, and related facilities categories, ensuring alignment with business objectives and procurement strategies.
- Develop sourcing approaches and negotiation strategies for procurement requirements above strategic thresholds when no existing category strategy is available.
- Oversee and support sourcing execution conducted by buyers, acting as an escalation point for complex procurement and supplier issues.
- Partner with REFS, Finance, Procurement stakeholders, and business leaders to identify cost-effective solutions that balance operational needs and company strategy.
- Drive savings initiatives, productivity improvements, and value creation opportunities across assigned spend categories.
- Monitor supplier markets, industry trends, and competitive intelligence to enhance sourcing decisions and category performance.
- Ensure procurement activities comply with corporate policies, responsible procurement standards, anti-bribery requirements, and preferred supplier agreements.
- Manage procurement projects and category performance, maintaining strong communication with regional/category teams to leverage demand aggregation and risk mitigation opportunities.

Minimum Requirements

- Bachelor's degree or equivalent university qualification required; Master's degree in Business Administration, Finance, Law, Engineering, or a related field preferred.
- Professional procurement certification such as CIPS (or similar) strongly preferred.
- Minimum 5+ years of procurement and contract management experience.
- Demonstrated experience sourcing capital projects, construction, real estate, IFM (Integrated Facilities Management), or related services.
- Strong expertise in strategic sourcing, RFI/RFQ processes, supplier evaluation, contract negotiations, and Source-to-Contract (S2C) methodologies.
- Proven ability to work effectively within global, matrixed organizations and collaborate across multiple geographies and cultures.
- Strong analytical, project management, stakeholder management, and financial acumen skills with experience managing significant spend portfolios.
- Excellent written and verbal English communication skills; additional language capabilities such as German, Spanish, Portuguese, or Russian are advantageous.

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
Kč792,190.00 - Kč1,471,210.00

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
Temporary (Fixed Term)
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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