

# Procurement Specialist(Fluent in French)

Job ID  
REQ-10078197  
май 27, 2026  
Чехия  
Available in: English

## Сводка

-To be responsible for one category in one country and support the implementation of Category Strategy and Annual Category Plan, deliver projects and initiatives, and execute Supplier Performance and Innovation; to support the Category leadership with the day-to-day activities of Category management.

## About the Role

### Sourcing activities

- Sourcing validation and analysis from business users, country procurement organization or category managers: Direct users on correct buying (content streams) channels if required.
- Engage category teams where defined thresholds are met. Activities scope and sourcing plan definition, opportunity analysis.
- Supplier selection, requested risk analysis performance verification and update. Supplier scoring criteria definition and documentation preparation for competitive bidding event.
- Inputs collection and sharing to category managers on overall category strategy eSourcing event management and monitoring, supplier communication, supplier training, bidding analysis, pitch presentation organization.
- Document and communicate final award decision. Negotiations after the eSourcing event closure to reach the most competitive prices.
- Bids examination and sourcing summary sheet (outcome) completion. Recommendation to award and informing suppliers on competitive bidding results.
- Finding opportunities to improve and automate recurrent processes, thus allowing greater focus on value adding activities. Report productivity as per Procurement guidelines and support measurements / activities to improve. defined KPIs:
- Savings identification and achievement through competitive bidding process. Baseline and savings methodology definition for in-scope categories. Savings calculation and tracking.
- Identification and initiation of continuous improvement activities through analysis of historical events, performance and trends.

### Contracting activities

Contract preparation:

- Contract drafting based on agreed templates. Full terms and conditions or contractual terms negotiation.
- Contract review and contract content approvals coordination, signature process initiation and monitoring (ink, electronic).
- Contract archiving in the global standard contract management system. Post signature contract management:
- Contracts search and reporting. Contracts check against defined procedures (e.g. amendments stored correctly).
- Monitoring and identification of expiring contracts, initiating process for contract extension or competitive bidding. Termination strategy definition and contracts termination management.
- Business support with unsolved delivery issues (escalation point). Suppliers' performance review coordination for key local suppliers.

### Other activities:

- Perform consistency checks and corrective actions (e.g. preferred vendors and related contract coverage).
- Supports the development of executive management reporting and business performance reviews, collaboration with SMEs to ensure transparency and consistency on various performance metrics.
- Support users with documentation required to submit purchase requests.

### Minimum Requirements:

- Fluent in French
- Experience in Procurement

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Primary location salary range  
Kč526,400.00 - Kč977,600.00  
Дивизион  
Operations  
Business Unit  
Other  
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](mailto: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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