

# Sourcing Associate

Job ID

REQ-10078249

Июн. 24, 2026

Малайзия

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## Сводка

The Buyer role manages end-to-end sourcing and contracting activities, including bidding, supplier selection, negotiations, and contract management. It ensures alignment with procurement processes, delivers cost savings and value through analytics and market insights, manages supplier performance and risks, and supports continuous improvement, reporting, and stakeholder collaboration.

## About the Role

### Major Accountabilities

- Execute sourcing and bidding processes, including supplier selection and eSourcing events.
- Analyze business requirements and develop sourcing strategies/opportunity assessments.
- Lead supplier communication, training, bidding analysis, and award decisions.
- Conduct negotiations to secure optimal pricing and value.
- Prepare, negotiate, and manage contracts throughout their lifecycle.
- Track savings, financial productivity, and procurement KPIs.
- Monitor supplier performance, risks, and contract compliance; manage renewals/terminations.
- Drive continuous improvement, reporting, and data quality within procurement processes.

### Minimum Requirements

- 2+ years of experience in procurement or a similar global operations role.
- Mandatory Japanese language proficiency.
- Experience in procurement operations or equivalent functions. Strong skills in reporting, analytics, and presentation tools.
- Experience with spend analysis, optimization, and eSourcing tools.
- Understanding of multinational business operations and ability to work in virtual teams.
- Strong stakeholder management, communication, and negotiation skills.
- Analytical mindset, proactive approach, organizational skills, and high learning agility.
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Дивизион

Operations

Business Unit

Purchasing & Sourcing

Место

Малайзия

Сайт

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Закупки

Job Type

Full time

Employment Type

Regular

Shift Work

No

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