

MRO Buyer

Job ID
REQ-10085111
сен 15, 2026
Малайзия

Сводка

Responsible for the procurement of Maintenance, Repair and Operation Materials (MROM) spare parts and Repair and Maintenance (R&M) services to support Singapore site Production and Technical Services equipment maintenance activities.

Focuses on strategic sourcing, vendor management, purchase order processing, cost optimization, supplier performance management, budget control, and ensuring timely availability of materials and services required for all maintenance related operations..

About the Role

Key Responsibilities:

- Ensure procurement activities comply with Novartis Global SOPs and site-specific procedures
- Support internal and external audits related to procurement, vendor qualification, and material compliance.
- Contribute to continuous improvement initiatives in MRO and R&M procurement, including vendor optimization and cost-saving strategies.
- Maintain awareness of market trends, supplier landscape, and pricing benchmarks to support strategic sourcing decisions.

Essential Requirement:

- Execute end-to-end procurement of MROM spare parts, R&M and Technical services in alignment with maintenance and operational requirements
- Perform vendor sourcing, qualification support, and onboarding in collaboration with QA and Supplier Management teams.
- Lead and execute price negotiations with vendors to secure competitive pricing, focusing on bulk purchasing and framework agreements.
- Consolidate demand across Engineering, Manufacturing and Project teams to leverage volume-based discounts and cost synergies.
- Manage supplier performance, including delivery reliability, cost competitiveness, and quality compliance.
- Work closely with MRO Planner, Engineering, and Manufacturing teams to ensure timely availability of spare parts for planned and unplanned maintenance.
- Create and manage Purchase Requisitions (PR) and Purchase Orders (PO) in SAP (e.g., SAP MM).
- Ensure accuracy and completeness of procurement-related master data in SAP Monitor order status, expedite critical deliveries, and resolve supply issues or delays.

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>

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Commitment to Diversity and Inclusion:

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

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
[Read our handbook \(PDF 30 MB\)](#)

Дивизион
Operations
Business Unit
Production / Manufacturing
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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