

Buyer (Mandarin speaker)

Job ID

REQ-10070063

Jan 28, 2026

LOC_MY

About the Role

Key Responsibilities :

Sourcing activities

- End to end sourcing activities support as per procurement guideline and category strategies
- 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.

Essential Requirements :

- Minimum Bachelor's degree in any related field.
- At least 2 years of relevant working experience in purchasing, procurement or any related field.
- Able to communicate (verbal & written) in Mandarin & English as this is required to support the respective markets.
- Proficient in systems like SAP, Ariba, Microsoft Excel etc.
- Proven ability to operate effectively within an organization of significant scale and complexity
- Demonstrated experience in collaborating across boundaries (geographies and divisions)
- Experience in operations management and execution, ensuring efficiency and delivery against targets
- Comfortable acting as a representative of the organization in dealing with external partners
- Strong Negotiating Skills.
- Proficiency in Vendor Management.

Commitment to Diversity and Inclusion / EEO

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

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Purchasing & Sourcing

Location

LOC_MY

Site

Selangor

Company / Legal Entity

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

Functional Area

FCT_PR

Job Type

Full time

Employment Type

正式

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10070063

Buyer (Mandarin speaker)

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10070063-buyer-mandarin-speaker-zh-cn>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10070063-buyer-mandarin-speaker-zh-cn>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/Selangor/Buyer---China-Commercial_REQ-10070063-1
5. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/Selangor/Buyer---China-Commercial_REQ-10070063-1