

Cluster Category Manager General

Job ID

REQ-10071654

Feb 12, 2026

LOC_JP

About the Role

Key Responsibilities:

- ・ 日本におけるNTO TechOpsおよび不動産・ファシリティサービスのカテゴリー戦略を主導する
- ・ データに基づく交渉を含む、調達から契約までのプロセスを一貫して遂行する
- ・ ステークホルダーと連携し、事業ニーズとコスト効率、戦略の最適なバランスを実現する
- ・ 継続的な生産性向上、コスト削減、プロセス改善を推進する
- ・ 調達活動および契約におけるコンプライアンスとリスク管理を確実にする
- ・ 支出・市場・サプライヤー実績を分析し、意思決定につながる洞察を提供する

Essential Requirements

- ・ ビジネス、工学、または関連分野における大学卒業以上の学歴
- ・ 調達またはカテゴリーマネジメントにおける5年以上の実務経験
- ・ 製造サイトの間接材調達またはファシリティサービス領域での実務経験
- ・ 複雑なプロジェクトを主導できる高いプロジェクトマネジメント能力
- ・ コンプライアンス、リスク管理、ガバナンスに関する十分な理解
- ・ 英語・日本語ともに業務で使用可能な読み書き・会話能力
- ・ SAP Aribaおよび Office 365など基本的なITツールの使用経験をお持ちであること

About the Role

Ready to shape how our sites run—today and for the future? In this role, you will lead category strategy and sourcing decisions that directly strengthen Novartis Technical Operations manufacturing sites and Real Estate and Facility Services across Japan. Partnering closely with stakeholders, you will translate business needs into compliant, high-impact procurement solutions that drive year-on-year productivity, cost savings, and continuous improvement. From end-to-end Source-to-Contract execution and fact-based negotiations to supplier innovation, risk management, and spend insights, your work will ensure the right external services and products are delivered on time, at the required quality, and within budget—so teams can stay focused on delivering for patients.

Key Responsibilities

- ・ Lead category strategies for NTO TechOps and Real Estate and Facility Services across Japan.
- ・ Deliver end-to-end Source-to-Contract execution, including fact-based negotiations and supplier selection.
- ・ Partner with stakeholders to balance business needs, cost efficiency, and Novartis strategy.
- ・ Drive year-on-year productivity, cost savings, and continuous process improvements.
- ・ Ensure compliance, risk management, and governance across procurement activities and contracts.
- ・ Analyze spend, markets, and supplier performance to generate insights and inform decisions.

Essential Requirements

- University degree in business, engineering, or a related field.
- More than five years of experience in procurement or category management.
- Proven experience in indirect procurement for manufacturing sites or facility services.
- Strong project management experience with the ability to lead complex initiatives.
- Solid understanding of compliance, risk management, and governance requirements.
- Business-level proficiency in both English and Japanese, written and spoken
- Experience with basic IT tools such as SAP Ariba and Office 365

Be aware of fake job advertisements and job offers

Novartis is aware of employment scams which make false use of our company name or leader's names to defraud job seekers. Novartis does not make job offers without interview and never asks candidates for money.

All our current job openings are displayed [here](#). If you have encountered a job posting or been approached with a job offer that you suspect may be fraudulent, we strongly recommend you do not respond, send money or personal information.

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>

Join our Novartis Network: 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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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.

Accessibility and accommodation: Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [midcareer- r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

偽の求人広告や採用オファーにご注意ください

ノバルティスでは、当社名や幹部の名前を不正に使用して求職者をだます「採用詐欺」が発生していることを認識していません。

ノバルティスでは、面接なしに採用オファーを出すことはなく、候補者に金銭を要求することも決してありません。

現在の求人情報はすべて [こちら](#) に掲載されています。詐欺の可能性のある求人広告や採用オファーに遭遇した場合は、返信したり、金銭や個人情報を送ったりしないよう強くおすすめします。

ノバルティスでキャリアを築く魅力: 病気と向き合う人々やそのご家族を支えるには、革新的な科学だけでは不十分です。それには、あなたのような情熱と知性を持った仲間が必要です。

互いに協力し、支え合い、刺激し合うことで、患者さんの人生を変えるようなブレイクスルーを生み出すことができます。さあ、一緒により明るい未来を創りませんか? <https://www.novartis.com/about/strategy/people-and-culture>

ノバルティス・タレントネットワーク: 今のノバルティスの募集職種がご希望に合わない場合でも、ぜひタレントコミュニティにご登録ください。あなたに合ったキャリアの機会が見つかり次第、いち早くご案内いたします。

<https://talentnetwork.novartis.com/network>

福利厚生: ノバルティスの福利厚生と報奨について必要な情報は、ノバルティスライフハンドブックに記載されています。

<https://www.novartis.com/careers/benefits-rewards>

多様性と包括性へのコミットメント: ノバルティスは患者さんや地域社会などに対して、包括的かつ優れた職場環境、および多様なチームを構築するよう取り組んでいます。

合理的配慮: ノバルティスは障害を持つ個々人に対して、合理的配慮を提供し協働することをお約束します。健康状態や障害に関して、採用プロセスあるいは必須の職務を満たすために合理的配慮が必要な場合は midcareer-r.japan@novartis.com 宛てに電子メールをお送りください。その際ご依頼内容、ご連絡先、求人票の番号を明記してください。

Role Requirements

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Purchasing & Sourcing

Location

LOC_JP

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Alternative Location 1

LOC_JP

Functional Area

FCT_PR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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