

# Procurement Intern W&D

Job ID

REQ-10072908

Feb 27, 2026

LOC\_CN

## About the Role

Major accountabilities:

- Closely manage daily procurement tracking activities for End-to-End SCM operation service.
- Deal with W&D Procurement operation from KEY stakeholders covering APAC Region incl. China & Japan. Strictly monitor the supplier profile, master data, contract management, sourcing projects and saving plans from Category Managers to improve operation efficiency.
- Administrative documentation and filing management; any other work assigned by superiors.

Minimum Requirements:

- Bachelor required
- Good communication skill with team-work spirit
- Willing to work under pressure and take assignment under different Time Zones Good at analytical skills, able to data mining
- Strong at language skills via English both in spoken and written

## 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>

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

Division

DIV\_TO

Business Unit

Purchasing & Sourcing

Location

LOC\_CN

Site

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

FCT\_OT

Job Type

Full time

Employment Type

Early Career ( 固定期限 )

Shift Work

No

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