

Japanese Buyer

Job ID

REQ-10078249

May 20, 2026

LOC_MY

About the Role

Sourcing activities

- Sourcing validation and analysis from business users, country procurement organization or category managers:
- Direct users on correct buying (content streams) channels if required. Engage category teams where defined thresholds are met.
- 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.

Minimum Requirements

- > 2 years of experience of working in a global environment in a similar position of advantage.
- Japanese language proficiency is Mandatory
- Experience of working in Procurement operations or equivalent operations.
- Experience in reporting & advanced analytical and presentation tools.
- Experience in spend reporting, analysis and optimization. Experience with eSourcing tools.
- Good understanding of operations and business culture of multinational company. Ability to work in virtual teams and with remote stakeholders.
- Experience in supporting clients directly / managing stakeholders. High proven interpersonal, communication & negotiation and skills.
- Advanced Analytical & Conceptual Thinking, organizational skills, results oriented and proactive. Strong sense for independence and self-drive.
- Curious mind and high motivation to learn.

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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.

Role Requirements

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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

Regular

Shift Work

No

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