

# MRO Buyer

Job ID

REQ-10085111

Sep 15, 2026

LOC\_MY

## 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.

## Role Requirements

Division

DIV\_TO

Business Unit

Production / Manufacturing

Location

LOC\_MY

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (197101000541)

Functional Area

FCT\_PR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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