

NTO Specialist - Buyer

Job ID

REQ-10087529

Sep 17, 2026

LOC_MX

About the Role

Major accountabilities:

- Support the development of the Category Strategy and the Annual Category Plan, as required by the Global Category Lead.
- Implement sourcing business plan for area of responsibility -Deploy actions within categories, support the development of Category targets, and deliver savings targets where appropriate -Support the aggregation of all Category level data across Divisions to inform the top-down target setting process.
- Support the collection of supplier, market, Category and internal business information at both the Category and sub-category levels.
- Assist the coordination of materials for supplier segmentation processes, as defined by the Novartis Supplier Performance and Innovation Framework and directed by the Global Category Lead.
- Supports the tracking and documentation of risk and issue management for the category.
- Facilitate contract management and execution (Cross-Divisional/Pharma spend <\$12m NCH/SDZ/NVD/NIBR spend <\$10 m).
- Understand applied practice, concepts and process in one or more procurement disciplines (e.g. category management,negotiation, contracts, systems and processes, project or information management).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum Requirements:

Work Experience:

- Previous experience in Procurement with 2+Years
- Cross-functional and cross-country collaboration
- Vendor & Stakeholder Management
- Sourcing & Contracting experience
- Launching tender process
- English communication(verbal & written)

Skills:

- Bachelor's degree in Business Administration, Supply Chain Management, Procurement, Logistics, Finance, Economics, or a related field.
- Negotiating
- Root Cause Analysis and Problem-Solving.

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 work with and provide 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 tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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Role Requirements

Division

DIV_TO

Business Unit

Other

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_PR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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