

# Procurement Senior Process Excellence Specialist

Job ID  
REQ-10005875  
Oct 11, 2024  
Czech Republic

## About the Role

Major accountabilities:

### Process and Systems Guidance

- Provide consultation and guidance on sourcing and contracting process and activities within the enterprise system.
- Act as a Source to Contract SME and actively participate in improvement projects as requested.
- Develop and deliver training sessions to ensure all users are proficient in the S2C Process and Systems. Provide direct support to end-users on related matters.

### Process Improvement

- Assess current S2C processes and identify areas for improvement, addressing root causes of inefficiencies.
- Lead quick-win initiatives and drive continuous improvement based on feedback and performance metrics.
- Collaborate with Functional experts and Procurement to foster standardization.
- Drive enhancements in the S2C enterprise system and process.

### System Enablement

- Collaborate with internal teams to customize and optimize systems in scope, ensuring they meet the organization needs.
- Lead or support the implementation of new guidelines, systems or functionalities across the procurement organization.
- Maintain systems' interface, documentation and templates up to date according to the end-user needs.

### Governance

- Utilize Data and Analytics to monitor system and process performance and adoption.
- Develop and track Key Performance Indicators (KPIs) to measure efficiencies. Prepare reports and analysis in the enterprise system, providing insights for leadership.
- Conduct periodic checks against defined procedures. Monitor and identify issues or non-compliance cases to ensure Procurement remediates/stops non-compliance.
- Serve as the escalation point for unresolved delivery issues, providing effective business support.

Minimum Requirements:

- University/Advanced degree in Business Administration/Economics/Finance/Statistics or related areas.

- Minimum 4 years of experience working in a global environment in a similar position.
- Familiarity with SAP (Ariba).
- Familiarity with Procurement processes from Source to Contract.
- Proven expertise in managing macros, data and analytics.
- Root Cause Analysis and Problem-Solving.
- Ability to engage with business & influence stakeholders across multiple business units.

#### Preferred

- Background in process improvement methodologies such as Lean, Six Sigma, or the Theory of Constraints.

#### Languages

- English.

#### Benefits and rewards:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Car allowance; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business

Services: <https://www.novartis.cz/>

#### 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.

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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## Role Requirements

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**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>

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Operations  
Business Unit  
CTS  
Location  
Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Functional Area  
Procurement  
Job Type  
Full time  
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