

Sr. Spec. DDIT IES Supplier Management

Job ID
REQ-10026001
Oct 18, 2024
India

About the Role

About the Role

Major accountabilities:

Lead vendor governance framework and supplier review processes, service level agreement (SLA) compliance, enforcement of financial penalties, and responsible for adherence of all contractual obligations

- Execute and Support vendor consolidation at global and local level in collaboration with Value Streams and Procurement.
- Take accountability to ensure adherence with Security and Compliance policies and procedures within supplier management scope.
Supervise and review vendor costs/payments in coordination with Procurement, Finance and vendors to ensure all invoices raised and paid in accordance with vendor agreements; perform budget reviews, reconcile invoices and facilitate PO close-out processes; initiate service credits in justified cases
- Drive and support Tools Automation (ARIBA), Process Simplification and standardisation for Supplier Management Scope within IT Infra Services unit
- Cultivate and maintain relationships with vendors across various levels (Global/Regional/Country) in collaboration with Value Stream teams and Procurement
- Define, measure and report Key Performance Indicators (critical metrics) for vendors; ensure vendors meet service quality and service level standards in their service delivery
- Lead the development and execution of key vendor risk management activities
- Resolve supplier performance and governance issues, handle customer concerns
- Provide required MIS and Dashboards on weekly, Monthly and Quarterly
- Develop outside-in approach to bring back insights and learnings from vendors to optimize service delivery or other enablement functions
- Lead improvement and innovation activities, collaborating with Procurement, business customers, and suppliers to enhance operational efficiency and effectiveness
- Learning flexibility and willingness to try new things - Self-managed, strong initiative & multi-tasker
- Drive complex programs within Supplier & Contracts Mgt etc. for demergers, Acquisitions etc.

Education & Skills

- Degree/master's degree (master's degree is preferred) in Accounting/Finance Business or related field is preferred
- 8 -12 years of professional experience in Project Management, Procurement or Finance

- 2-3 years of experience in IT Infrastructure Services.
- Good understanding of engagement Models such as Managed Services, Fixed Price models etc.
- Exposure to Service Management principles as a practitioner is a big Plus.
- Cross-functional and cross-culture experience
- Relationship and stakeholder management
- Good written and oral communication skills
- Advanced Excel and PPT Skills
- Problem solving and analytical skills with excellent reporting capabilities
- IT Program/Project Delivery exposure is a plus

IT Program / Project Delivery exposure a plus

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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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Information Technology

Job Type

Full time

Employment Type

Regular

Shift Work

No

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