

# Procurement S2C Process Excellence Lead

Job ID  
REQ-10026818  
Oct 30, 2024  
Czech Republic

## About the Role

### Project Management and Process Improvement

- Lead and manage cross-functional projects aimed at improving the S2C process and systems.
- Develop project plans, timelines, and budgets, ensuring projects are delivered on time and within scope.
- Facilitate workshops and meetings to gather requirements, align stakeholders, and drive project progress.
- Implement best practices in project management to ensure successful project delivery.
- Identify and implement process improvements to enhance efficiency, reduce costs, and improve quality.
- Monitor and report on project progress, risks, and issues, providing regular updates to senior management.

### Data & Analytics and Automation

- Utilize advanced data analytics to monitor system and process performance, identifying trends and areas for improvement.
- Develop and track Key Performance Indicators (KPIs) to measure efficiencies and provide actionable insights.
- Implement automation solutions to streamline S2C processes, reducing manual effort and increasing accuracy.
- Leverage data visualization tools to create dashboards and reports that support decision-making.
- Collaborate with IT and data teams to ensure data integrity and accessibility.

### Process and Systems Guidance

- Provide consultation and guidance on sourcing and contracting processes and activities within the enterprise system.
- Maintain systems' interface, documentation, and templates up to date according to end-user needs.

### Governance

- Utilize Data and Analytics to monitor system and process performance and adoption.
- 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.

### Team Support

- Mentor and support more junior team members, providing guidance and sharing expertise.
- Foster a collaborative and inclusive team environment, encouraging continuous learning and

development

## Education

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

## Minimum Requirements

- Minimum 8 years of experience working in a global environment in a similar position.
- Extensive experience with S2C procurement processes and operations.
- Strong knowledge of project management and process improvement methodologies.
- Familiarity with SAP (Ariba).
- Proven expertise in data and analytics.
- Root Cause Analysis and Problem-Solving skills.
- Ability to engage with business and influence stakeholders across multiple business units.

## Languages

- Proficiency in English.

## 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.

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Division

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

Employment Type

Regular

Shift Work

No

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