

# Cluster Procurement Category Manager, Fleet

Job ID  
REQ-10027158  
Oct 24, 2024  
Czech Republic

## About the Role

Implement category strategic goals from overall Procurement strategy / Ecosystem management

- Planning, organizing and managing projects taking into account priorities, resources, budgets, issues and constraints to achieve desired results; defining clear project scope and objectives; utilizing software and tools to plan, track and report status.
- Mapping the value chain, analyzing it and deriving potential scenarios. Includes the understanding and application of total cost of ownership.
- Participating in and / or leading financial discussions with countries. Applying financial knowledge to participate actively, e.g. in budgeting process, including tax aspects in sourcing strategies and structuring sophisticated deals with ecosystem partners.
- Compliance & risk management: supporting reports to determine appropriate compliance level. Monitoring end-to-end compliance (budget, payment, vendor PO, contract invoice, buying channel, etc.) and deriving corrective actions to improve compliance. Applying risk management processes including identifying and evaluating risks, and defining and executing a risk mitigation plan.
- Projecting the dynamics and impacts (e.g. mergers and acquisitions). Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.
- Maintaining and updating Procurement applications accordingly to the Procurement content (e.g. e-catalogs, user portal). Continuous improvement of procurement content and automation.
- Support definition and implementation of Procurement tools and processes.
- Managing data analysis and reporting, e.g. analyzing spend, demand, supply markets and competitors. Extracting, cleansing and consolidating information to fact-based insights for further usage e.g. in category strategies.

Demand management

- Responsible to ensure the right balance between business needs and Novartis' strategy.
- Accountable to work with stakeholders to identify the most cost-effective ways to deliver business objectives.

Fleet sourcing and operations and supplier relationships management

- Executing the Source-to-Contract process including respective strategies, approaches and methods: Preparing and conducting fact-based negotiations. Adapting tactics from a broad portfolio of negotiation strategies to achieve results that support business and Procurement objectives.
- Oversee Fleet operations activities for multiple countries in line with category strategies, and in compliance with relevant policies and operating procedures, including preferred supplier agreements.
- Manage Fleet operations, including driver escalations and regional and local stakeholder questions raised

on the fleet strategy and operations.

- Oversee, control and communicate Country Car Policies in managed countries in collaboration with Country Leadership, relevant functions and outsourced service provider.
- Implement global fleet strategy, manage outsourced service provider in managed countries.
- Standardize vehicle model offering of zero (or low) emission vehicles. Eliminate diesel/petrol vehicles completely in line with Novartis sustainability objectives.
- Support the establishment of an allowance program for eligible associates in countries defined by Global Fleet Strategy.
- Limit the number of strategic leasing and management partners towards advanced and more cost-efficient outsourcing setup and simplified operating model.
- Support development of global fleet strategy via insights into managed countries.
- Oversee fleet database related tasks to ensure data accuracy and comply with IFRS standards.
- Develop and evolve a suite of reports and analytics on the fleet that supports all stakeholders.
- Support strategic projects. Sustainability strategy, fuel and energy management, employee car schemes, mileage capture & telematics.
- Identify and implement process improvements that increase efficiency and reduce costs in the procurement of fleet-related products and services.
- Ensure compliance with all legal and regulatory requirements related to the procurement of fleet-related products and services.
- Proactive assessment of new ways of working, involving innovative scientific & technical solutions by identifying and onboarding the right suppliers.
- Assume the responsibility of the second-tier contact for escalating and resolving daily operational issues
- In partnership with local stakeholders, align and formulate the Fleet local policy

Manage relationships with stakeholders

- Analyzing specifications for optimization. Linking specification to customer value, challenging specification confidently. Conveying messages clearly and convincing stakeholders.
- Achieving results by proactively building long-term, sustainable and effective relationships, understanding the stakeholder landscape and demonstrating political astuteness across business structures and networks.

## 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  
Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Alternative Location 1  
Spain  
Functional Area  
Procurement  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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Job ID  
REQ-10027158

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