

# Maintenance Planner & Scheduler

Job ID  
REQ-10029308  
Nov 12, 2024  
Malaysia

## Summary

We are seeking a dedicated Maintenance Planner & Scheduler to join our Engineering team. The successful candidate will be responsible for planning and scheduling maintenance activities, ensuring all reporting requirements are met, and supporting various improvement projects. This role will be remote but the employee must be willing to travel to Singapore as required.

## About the Role

### Your Responsibilities:

### Your responsibilities include, but not limited to:

- Establish maintenance and calibration schedules in collaboration with the Reliability Engineer.
- Upkeep material master data in Centralized Maintenance Management System (CMMS) and monitor/control backlogs of maintenance/calibration work orders.
- Update CMMS after maintenance/calibration completion and assess quality impact.
- Review spare parts inventories together Maintenance, Repair and Operation (MRO) team for preventive and corrective maintenance needs
- Support internal and external audits.
- Lead or contribute to equipment, utility, and facility improvement projects (e.g., energy efficiency, productivity, environmental compliance, maintenance).
- Create, maintain, and verify engineering documents (SOPs, drawings, lists, schedules, data sheets).

### What you'll bring to the role:

- Degree in engineering (Dipl. Ing. / M. Sc. / B. Sc.) or equivalent.
- Fluent in English and proficient in the local language.
- Minimum 2 years of experience in engineering-based roles, ideally with a maintenance focus.
- Advanced knowledge of excel
- Strong knowledge of maintenance planning and scheduling.
- Proficiency in using CMMS and other relevant software.
- Excellent organizational and communication skills.
- Ability to work collaboratively with cross-functional teams.

### Desirable Requirements:

- Experience with SAP for CM and PM modules.
- Knowledge of cGMP and SOP compliance.

## Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

## 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.

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**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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**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>

Division

Operations

Business Unit

Innovative Medicines

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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