

Specialist

Job ID
REQ-10043480
Mar 07, 2025
India

Summary

-Responsible for the site Master Data processes aimed to ensure accurate and timely creation and maintenance of the master data in the ERP System, in accordance with local and global requirements. -The Material Planner drives the tactical purchasing process for all materials to ensure materials availability and execution plan feasibility in accordance with Site inventory policy.

About the Role

Major accountabilities:

- Master Data -Set up and perform complex local And global master data set up And establish process, guidelines, business matrix and SLA time lines in in GxP environment in adherence to Novartis compliance.
- Be Subject Matter Expert in the assigned area of work -Support data collection and reporting of KPIs - Logistic, WAndD -Responsible that all logistic processes are proceed in a timely, high quality, efficient and effective manner and in full compliance with all laws and supply chain management policies and procedures.
- Identify and drive continuous improvement projects.
- Ensure material availability in line with the approved production plan.
- Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management.
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- Own, in ERP System, MRP relevant data and materials technical specifications and ensure no Purchase Orders are past due in the ERP System.
- Management of purchased item Complaints>Returns to supplier.
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- Provide a load-balanced dispatch list for incoming materials to the warehouse and Quality department that ensures these activities are completed in line with the production needs.
- Control and follow-up of supplier's service level indicators: Quality OTIF, lead-time violation.
- Lead action plans to achieve supplier delivery performance targets and drive for continuous improvement.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable) -Provide guidance and system support for returns, rebates and credit/debit notes -Define and decide on priorities for physical deliveries in collaboration with other functions (e.g. LEX) for 3rd party customers and cross divisional supplies -Act as SPOC for escalation issues for assigned customers -Influencing and connecting relevant stakeholders to speed up (system) issue resolution -Material Planner -Ensure management of daily MRP

exception messages And appropriate follow up.

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Key performance indicators:

- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes -Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.
- On time, in full, delivery of the business basics – budgets, quality compliance etc. -Customer Service Level (e.g. OTIF)

Minimum Requirements:

Work Experience:

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.

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>

You’ll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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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

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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