Artwork Coordinator & Packaging Material Planner

Job ID
REQ-10040316
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Chine

Résumé

Work as site Artwork Change Coordinator to responsible for leading and executing complex Artwork Operations projects supporting the manufacturing sites to ensure compliant artwork creation and implementation by providing expert process knowledge, coordinating and communicating with different stakeholders and high customer-focus in accordance with the law, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

Work as packaging material planner to supervise entire workflow of packaging material to ensure production continuity. Execute defined Inventory strategy and assure right level of safety stock. Develop and maintain trustful collaboration with internal and external counterparts.

About the Role

Major accountabilities:

Work as site role of Artwork Management Coordinator with operational accountabilities as:

- Manage the Artwork Supply Chain right from the time an Artwork Request is received until the time the print ready artwork is available to the manufacturing site while remaining fully compliant at all times to Novartis quality standards, regulatory, marketing, manufacturing & legal requirements.
- Support all types of projects – launches, transfers, complex text changes etc. in the Novartis Artwork landscape
- Responsible for setting the right priorities to ensure timely delivery of high-quality artworks to manufacturing sites in order to guarantee successful implementation of the products on the market (avoid stock-out situations).
- Provide technical expertise in the area of responsibility to advice on best practices.
- Be a Subject Matter Expert to support product quality compliance & regulatory workflows, e.g. technical complaints, technical deviations, change control management, regulatory & printed packaging material compliance checks.
- Proactively report all deviations through timely escalations & ensure implementation of relevant CAPAs and performance improvements.
- Manage Artwork Change Request and communication & alignment with Country Organizations, different site stakeholders to ensure timely implementation of artworks.
- Manage Artwork implementation in the Finished Product Bills of Materials based on the relevant data collected
- Collect & align all the necessary data / inputs required for Finished Product Bill of Material management
- Manage various Finished Product Bill of Material Life-Cycle events – creation, maintenance, deactivation

etc. (for Planned and Production BoMs) in accordance with GMP, ISO9001 standard and manufacturing site standards & requirements.
- Implement continuous process improvement projects to enhance quality & productivity.
- Ensures compliance with GMP, regulatory requirements, HSE (including record management).
- Ensures compliant shipment to customer for artwork changes approved only for packaging
- Download and manage the tracking and trace code, in charge of application of related tracking and trace code updates (including Aichuang and ATTP)

Work as Packaging material planner with operational accountabilities as:

- Ensure packaging material availability in line with the approved site production plan.
- Ensure daily MRP oversight for packaging material requirements.
- Ensure management of daily MRP exception messages and appropriate follow up.
- Own, in ERP System, MRP relevant data and materials technical specifications.
- Provide a load - balanced dispatch list for incoming packaging materials to the warehouse and Quality department that ensures these activities are completed in line with the site needs.
- Responsible for ensuring close communication with site (operational / tactical) planners and other relevant parties within the organization. Attending regular meetings across sites and functions.
- Ensure achievement of key performance indicators: Inventory, service level to internal manufacturing sites, financial savings and support achievement of NOSSCE KPIs.
- Support & drive inventory reduction projects like lead time reduction, JIT, consignment stock & VMI
- Lead action plans to achieve service level to internal manufacturing sites and drive for continuous improvement.
- Control and follow-up other related service level indicators: Quality OTIF, lead-time violation.
- Other tasks as directed by the supervisor, and tasks determined on the basis of specific appointment.

Key performance indicators:

- Quality / Accuracy / Right First Time
- Timeliness
- Deviations
- Productivity
- Cross functional training
- PM write-off
- SDP (Supply delivery performance)
- POLTA (Purchase Order Lead Time Adherence)
- POPD (Purchase Order Past Due)
- POS (Purchase Order Stability

Minimum Requirements:
Work Experience:

- Minimum 3 years of overall Artwork Operations or related experience is preferred. User experience of Change Control system (e.g. SAP) as well as experience within the Pharmaceutical Industry are an advantage.
- Software proficiency high affinity with graphic programs (Photoshop, Illustrator, InDesign Adobe creative suite, etc). Experience in print production and print technicalities.

Education & Qualification:

- Bachelor’s degree in supply chain management, business administration, industry design, material or

related field

Skills:

- Cross-Cultural Communication: Excellent communication skills in both Mandarin and English to effectively collaborate with global teams.
- Attention to Detail: Meticulous attention to detail to ensure the highest quality standards.
- Problem-Solving Skills: Ability to troubleshoot design and production challenges and find creative solutions.

Languages :

- Fluent in English (mandatory) and local language (strongly preferred)

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diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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