

# Analyst - Master Data Management

Job ID  
REQ-10028496  
Nov 04, 2024  
India

## Summary

Responsible for complex Global master data management processes (e.g. Serialization attributes for track and trace - ATTP, etc) focused to ensure accurate and timely preparation and maintenance of master data in the SAP ERP system, in accordance of Supply chain operational activities in compliance with the GxP & Regulatory requirements, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

## About the Role

### Key Responsibilities:

- Performing day to day activities of processing master Data tickets assigned as per the relevant SOPs , business matrix, SLA time lines & KPIs.
- The primary focus of the analyst is to learn & develop understanding to generate insights through data using available tools & technologies.
- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the integrity and quality of site master data is established.
- Basic understanding of Supply Chain Management, elements & flows and Master data Process and objects
- Basic understanding of SAP MM (Material Management) PP (Production planning) & SD (Sales & Distribution) attributes.
- Basic Understanding of Pharma product and lifecycle events Regulatory and Artwork in Pharmaceutical Industry.
- High priority maintenance of data quality of master data and avoid duplication
- Develop know how & build capabilities in scripting language like SQL & ETL processes
- Develop understanding of working in a GxP environment and adhere to the compliance policies of Novartis
- Work in a team environment ensuring collaboration and mutual respect
- Focus on innovation and bringing a fresh perspective to the traditional processes
- Ensure accountability & ownership of the assigned tasks
- Participate and complete all mandatory trainings assigned
- Excellent analytical & communication skills (both written & verbal)
- Responsible for setting the right priorities to ensure timely release of material codes to manufacturing sites in order to guarantee successful implementation of the products on the market.
- Provide technical expertise in the area of responsibility to advice on best practices. ·
- Define the areas for improvement in the field of processes, tools and rules related to global master data,

and provide appropriate support with their implementation. · Contribute in continuous improvement projects to achieve operational excellence and enhance quality & productivity.

### **Essential Requirements:**

- Minimum 3 years of overall experience in Master Data Operations in Supply chain Management is preferred. User experience of Change Control system (e.g. SAP) as well as experience within the Pharmaceutical Industry are an advantage. At least 3 years of experience in a Quality Assurance function
- Strong quality & compliance mindset. Ability to manage high volumes of data
- Strong communication/ collaboration skills and analytical skills.
- Master data concept knowledge & technical capacity working in data management domain
- Able to work successfully with multinational teams in a complex and rapidly changing business environment.

### **Desirable Requirements:**

- Graduate / Post Graduate in Pharmacy / Life Sciences / Engineering / Commerce / Economics

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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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