# Associate - Supply Management

Job ID
REQ-10041167
Feb 27, 2025
India

## Resumen

-This is a universal job description meant to capture some of the primary duties of this role that are common across functions or divisions. It is not intended to represent all of the specific responsibilities of the position -Organizes, coordinates, monitors and performs activities related to assigned area of responsibility. Ensures compliance of processes with multinational regulations as well as Novartis internal procedures and GxP requirements.

## About the Role

**Major accountabilities:**

- Interacts and collaborates with internal and external stakeholders, (customers and/or vendors, according to specific area of responsibility) -Contribute as unit representative on project teams -Ensure that own deliverables are met.
- Part time member e.g. functional expert -Communicates issues to involved partners or customers.
- Ensure that lessons learned are understood in relevant processes.
- (Provides troubleshooting) -Coaching and technical training as technical expert or leader.
- Act as mentor for junior and senior associates.
- Understand resource constraints and identify and implement cost saving opportunities -Show positive work ethics and influences others -Propose and implement ideas for continuous process improvement also outside area of expertise / organization as a member of a team or leader.
- Ensure compliance to Novartis and other relevant regulations -Consolidate results to allow data evaluation and drawing conclusions -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

**Key performance indicators:**

- Quality (GMP), quantity, and timelines for all assigned tasks/projects -Compliance with Novartis standards, in particular, ethics, health, safety, and environment (HSE), and information security (ISEC) standards.
- Unit KPIs (e.g. FPFV (first patient first visit), LTA (lost time accident), FTR (first time right), Rework Rates, Recalls)

**Minimum Requirements:**
**Work Experience:**

- Professional experience (ca. 3-5 years) in GMP environment and analytics.

- (e.g., Quality Control).

**Skills:**

- Continual Improvement Process.
- Master Data.
- Material Requirements Planning (Mrp).
- Materials Management.
- Production Planning.
- Project Management.
- Supply Chain Planning.
- Supply-Chain Management.
- Wms (Warehouse Management Systems).

**Languages :**

- English.

**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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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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