

# Specialist - Supply Operations

Job ID  
REQ-10005381  
Mai 20, 2024  
Inde

## Résumé

Plan, consolidate and organize replenishment of Finish Product from internal and external suppliers to Basel Hub. Manage associated inventory level and be responsible of allocating the stock to customers as appropriate while ensuring on time delivery to customers Provide enhancements or area of improvements to the customers. Collaborate with external Supply organization, internal plants, Country pharma organizations and Novartis pharma service countries for continuous improvement.

## About the Role

### Specialist – Supply Operations

#### About the Role:

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#### Key Responsibilities:

- Performing day to day activities of processing supply planning & order management activities / projects / portfolio / brands assigned as per the relevant SOPs, business matrix and SLA timelines.
- Assist in data collection and reporting of important metrics
- Assist in continuous improvement initiatives.
- Manage ad-hoc projects assigned in area of work.
- Proactively report all deviations through timely issues
- Implement continuous process improvement projects to enhance quality & productivity.
- Ensure that the service dashboard, order management framework & time sheet are always kept updated.
- Regularly communicate with customers & partners to collect feedback on support services, report deliverable status and continuously acquire process knowledge.
- Ensure Training on relevant procedures before taking up any GxP activities.
- Report deliverable status and continuously acquire process knowledge.

#### Essential Requirements:

- Communication Skill – Fluent in verbal and written English; knowledge of other languages is an added advantage.
- Basic understanding of Pharma products and lifecycle events.

- Basic understanding of Inventory Management.
- Basic understanding of SAP systems and navigation.
- Basic understanding of transportation, warehousing & inventory distribution.
- Basic understanding of performance KPIs.
- Basic understanding of MS Excel.
- Basic understanding of business processes & PDCA cycle.
- Awareness of GXP.

**Desirable Requirements:**

- Graduate / Post Graduate in Supply Chain/Operations/Pharmacy/Life Sciences/Engineering/Commerce/Economics Languages: EnglishEnglish and German – fluent

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