

# Logistic Coordinator - Weekend

Job ID  
REQ-10017513  
Aoû 15, 2024  
Mexique

## Résumé

-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.
- Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management.
- 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.
- Management of purchased item Complaints>Returns to supplier.
- 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.

- 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.

### **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.

#### **Skills:**

- Bom (Bill Of Materials).
- Business Networking.
- Business Scenario Planning .
- Change Control.
- Efficiency.
- Erp Systems.
- Flexibility.
- General Hse Knowledge.
- Including Gdp.
- Inventory Management.
- Knowledge Of Gmp.
- Master Data.
- Material Requirements Planning (Mrp).
- Order Management.
- Product Distribution.
- Risk Management.
- Scheduler.
- Supply Chain.
- Supply Management.
- Supply Planning.
- Supply-Chain Management.
- Transportation.
- Warehouse Management.

#### **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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**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

Emplacement

Mexique

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Opérations techniques

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

## Accessibility and accommodation

Novartis is committed to work with and provide 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 [tas.mexico@novartis.com](mailto:tas.mexico@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.

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

Job ID

REQ-10017513

## Logistic Coordinator - Weekend

[Apply to Job](#)

---

**Source URL:** <https://www.adacap.com/careers/career-search/job/details/req-10017513-logistic-coordinator-weekend>

## List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/INSURGENTES/Logistic-Coordinator---Weekend\\_REQ-10017513](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Logistic-Coordinator---Weekend_REQ-10017513)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/INSURGENTES/Logistic-Coordinator---Weekend\\_REQ-10017513](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/Logistic-Coordinator---Weekend_REQ-10017513)