

# Manufacturing Specialist

Job ID  
REQ-10019497  
Aoû 19, 2024  
Mexique

## Résumé

The Operational Scheduler establishes and maintains an up-to date a detailed plan for Manufacturing Unit-related activities. The Operational Scheduler is responsible to develops different production scenarios (run rate increase, process changes, ramp-up, shift model adaptation etc.) as well as improving the scheduling tool.

## About the Role

### Major accountabilities:

- Builds production schedule for the Clinical and Commercial manufacturing facility. Drives short term scheduling providing the shop floor detailed finite schedules, defining and optimizing production activities, integrating maintenance/validation and other key activities to ensure that all significant shop floor activities are well defined and coordinated.
- Collaborates daily with Production Supervisors, Area Managers, and key support teams to determine progress of work, adherence to planned completion dates and escalates production problems and/or delays.
- Provide detailed and attainable daily/weekly schedule to production areas.
- Synchronize production activities within commercial and clinical operations to meet required product release dates.
- Maintains production schedules and other reports as required.
- Collaborates with shop floor management daily to resolve issues regarding manufacturing activities.
- Campaign schedule to minimize change-over complexity and maximize opportunity to attain planned production volumes.
- Schedules pre-planned capacity impacting maintenance and engineering activities. Collaborates with Supply Chain Planners and other cross functional managers, on material supply/release, component supply/release, and documentation readiness. Participate in analyzing and implementing changes inside Finite Scheduling Time Fence.
- Other related job duties as assigned.

### Minimum Requirements:

- **Bachelor's Degree preferred (Supply Chain, Engineering, Logistics or related field) or equivalent experience.**
- **Excellent communicator, both in writing and orally.**
- **5 years of experience in supply Chain and/or manufacturing environment with a Bachelor's degree.**

- **Working knowledge and understanding of Microsoft Excel and Project preferred.**

#### Languages :

- English C1

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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

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