

# Supply Chain Executive

Job ID  
REQ-10038145  
jan 27, 2025  
Malaisie

## Résumé

The Supply Chain Executive is responsible to manage logistic & operation functions effectively, predominantly being inventory management, sales administration and billing, customer service and custom & trade compliance.

## About the Role

### Your Responsibilities:

### Your responsibilities include, but not limited to:

- Perform daily sales & inventory upload in SAP.
- Manage inventory branch transfer & Brunei replenishment to ensure optimum stock level are maintained. 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.
- Perform sales invoicing, reconciliation & reporting and ensure master data completeness for the invoicing.
- Execute Novartis Financial Control Matrix sample testing.
- Process and submit supply chain expenses & payment request to Finance and work with suppliers on any dispute or discrepancies.
- Conduct quarterly monthly write-off verification in 3PL & Bumi Agent, along with reconciliation.
- Prepare monthly warehouse & distribution scorecard for submission to Global NTO.
- Custom duties and penalties reporting to NOCC Tax and Global CTC.
- Manage shipment documentation and clearance for finished goods & MAP, shipment to Brunei and coordinate the delivery to 3PL with custom broker. Collaborate with DRA, Medical Advisor & custom broker on all regulatory requirements for importation.
- Ensure governance on custom broker activities to comply with Global CTC guidelines.
- Identify and drive continuous improvement projects.
- Be Subject Matter Expert in the assigned area of work -Support data collection and reporting of KPIs.
- Other duties as and when assigned.

### 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)

## **What you'll bring to the role:**

### **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>

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### **Commitment to Diversity and Inclusion:**

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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Division

Operations

Business Unit

Innovative Medicines

Emplacement

Malaisie

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Opérations techniques

Job Type

Full time

Employment Type

Regular

Shift Work

No

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