

# Logistic Coordinator - Weekend

Job ID  
REQ-10017513  
Ago 15, 2024  
Messico

## Sommario

-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.
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- 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.
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- 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.

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Divisione

Operations

Business Unit

Innovative Medicines

Posizione

Messico

Sito

INSURGENTES

Company / Legal Entity

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

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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