

Supply Operations Specialist

Job ID
REQ-10050403

5月 12, 2025

USA

摘要

#LI-Onsite

The Supply Operations Specialist is responsible for supporting the global Supply Chain Operations (SCO) network for Cell and Gene Therapies and CMO operations. This includes executing the tactical buying and planning of materials as well as order management to meet delivery performance levels. Additionally, the Specialist will evaluate supply chain operations KPIs, manage supply chain master data, and oversee labeling logistics operations. The role also involves supporting the change control process and reviewing SOPs/WPs.

This role is located on-site in Morris Plains, NJ. Novartis is unable to offer relocation support for this role. Please only apply if the location is accessible for you.

About the Role

Role Responsibilities:

- Establish optimal supply plan to ensure customer service level, production capabilities, inventory levels, and operational cost according to budget.
- Manage timely order fulfillment, including physical shipment of goods in collaboration with International Trade Management and Transportation companies.
- Maintain supply chain KPIs and supplier performance, ensuring contract terms are met.
- Optimize MRP and maintain planning & master data parameters (MOQ, lead times, order frequency) for active assortment.
- Ensure transparency and prioritize orders for reliable and continuous supply at minimum inventory levels.
- Collaborate with internal functions (Procurement, QA, QC, MS&T, TRD) for supply planning, validation, and development activities.
- Review supplier performance and implement improvements to enhance production schedules and customer service.
- On-board new suppliers and materials for CMOs, including material code creation, MRP maintenance, and PIR.
- Utilize SAP, BI, and other reporting software to inform upper management of current and projected supply disruptions.
- Ensure compliance with Novartis policies, including NFCM, GMP, transportation compliance, customs/VAT, controlled substance requirements, and business continuity plans.

Role Requirements:

- Bachelor ' s degree preferred. In lieu of a degree, a minimum of 2 years ' experience in Supply Chain Operations; within pharmaceutical industry preferred.
- A minimum of 2 years ' experience in Supply Chain Operations or related activities with materials and systems within pharmaceutical manufacturing; cell and gene therapy experience preferred.
- Pharmaceutical GMP ' s - strong knowledge of Good Manufacturing Practices
- Strong proficiency and experience with SAP/S4 HANA for MRP (material planning)
- Strong Excel skills, including data manipulation, advanced formula usage, data analysis, and automation.

Desirable Requirements:

- Supply Chain Principles - basic understanding of Materials Management principles such as (but not limited to) SAP, purchasing, distribution, import/export, transportation and working capital management is preferred
- Preferred systems include SAP ERP,S4 HANA, MES, CONDOR, Subway, 1QEM and ESOPS.

The pay range for this position at commencement of employment is expected to be between \$77,000 to \$143,000/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this

position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Company will not sponsor visas for this position.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门
Operations

Business Unit
Innovative Medicines

地点
USA

状态
New Jersey

站点
Morris Plains

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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