

Supply & Demand Planner

Job ID
REQ-10050759

5月 09, 2025

Singapore

摘要

-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

Position - Supply & Demand Planner

Location - Singapore

About the Role:

The Demand and Supply Planner Specialist will also be handling the Sales/Invoice Processing, liaising closely with Distributors to ensure the shipment being process properly.

Overall responsibility includes ensuring accurate business assumptions and integration with business plans to reduce forecast error. Owning finished goods inventory target methodology used across global distribution sites for assigned products.

Your responsibilities include but are not limited to:

- Monthly S&BP review meetings and challenge the assumptions and numbers provided in the analysis to solicit functional knowledge to improve forecast accuracy
- Submit periodic Net Requirement Forecast through SAP, based on cross-functional discussions, analyses on sales forecast, new product launches, phase-In/out schedule, etc.
- Work closely with sales and marketing teams, regulatory, global planning, finance and local supply chain team striving to provide and accurate demand signal
- Review and manage PO placement generated by system. Manage order and shipment tracking, liaising closely with Distributor, regulatory, both regional and global planning to secure the allocation
- Place manual POs when required and Follow up and expedite shipment with distribution centers/ factories/service providers

Essential Requirements:

- Hands on to Inventory Planning and Control - Drive phase-in/ out processes for assigned product lines.
- Communicate implementation plans (and relevant changes) and be consistent with marketing & integrated business plans
- Ensure inventory policies & targets are met by working closely with commercial, marketing and finance team to create appropriate inventory control
- Monitor safety stock and reorder points without hampering the customer service levels. Monitor and reduce write-off and Monitor DOH and drive DOH reduction. Monitor backorder and Line Fill Rate
- Contribute to phase-in/phase-out processes for assigned product lines. Communicate implementation plans (and relevant changes) to geographies consistent with Marketing & integrated business plans
- Coordinate inventory allocation and/or transfer during times of supply constrain or in excess

- Continuous Improvement : Execute continuous improvement of forecasting process while maintaining costs and scrap rate at appropriate level and Drive inventory optimization for cost saving. Provide trainings/share best practices to team members to enhance quality of work
- Other Functions and Responsibilities-Execute the job responsibilities according to applicable standard operating procedures and Prepare for Audits, Compliances & SOX, etc., Documentations. Ensure applicable SOP of Novartis are executed, Ad hoc projects

Desirable Requirement:

- Degree level Diploma/Degree in Supply Chain/Logistics/Business
- Minimum 5 years of related experience in supply/demand planning roles and seeking a candidate with a minimum of 2 to 3 years of experience in the Pharma domain. This experience will be considered of added value.
- Advanced knowledge of 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), Collaborating across boundaries, Operations Management and Execution, Project Management.
- We are seeking individuals with excellent verbal (telephone and interpersonal) and written communication skills and ability to operate effectively in an international matrix environment. Strong team player who is dynamic, result-oriented, self-accountable and at times work independently

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Operations

Business Unit
Innovative Medicines

地点
Singapore

站点
Mapletree Business City (MBC)

Company / Legal Entity
SG90 (FCRS = SG015) Novartis Asia Pacific Pharmaceuticals Pte. Ltd

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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