

Logistics Expert - Technical Development (m/f/d)

Job ID
REQ-10056267

7月 02, 2025

Switzerland

摘要

Location: Basel, Switzerland
Temporary, 18 months

Role Purpose:

You will focus on managing shipments (both inbound and outbound) and overseeing purchase order (PO) processes, including placement, review, approval, and booking of goods receipts (GR). Additionally, they will collaborate with the PSM Business Operations CH Team to enhance and optimize their digital footprint.

About the Role

Major Accountabilities:

- Ensure timely dispatch of chemical and biological substances in compliance with national,

international, and Novartis internal guidelines

- Serve as the primary contact for internal and external customers regarding shipping activities.
- Provide support to employees for packaging samples/substances and accurately entering data into dispatch systems.
- Participate in discussions, meetings, and briefings related to Customs Trade Compliance and the interpretation/adaptation of the Novartis Customs Valuation Guidelines
- Manage purchase orders (POs) by requesting, reviewing, and approving POs for services and goods in the Ariba system, in accordance with Novartis purchasing guidelines, and booking incoming goods (GR) after consultation with internal clients.
- Assist with resolving issues related to blocked and/or dunned invoices from suppliers in collaboration with internal clients, financial accounting, and external partners.
- Act as a deputy for the two logistics experts in TRD Bx PSM BusOps CH.
- Oversee SharePoint and digital tools to support the digitalization of Business Operations processes and access management.
- Provide support in other key areas of Business Operations CH, including Health, Safety, and Environment (HSE), administration, and asset coordination

Minimum Requirements:

Work Experience:

- 3-year commercial apprenticeship or equivalent training
- Functional breadth
- Operations management and execution
- Collaborating across boundaries
- Working experience with SAP/Ariba, accounting, and/or logistics is highly beneficial
- Knowledge of pharmaceutical development processes is beneficial

Skills:

- Microsoft Office
- SAP / Ariba
- Project Management
- Good Communication skills
- High focus on quality
- SOP (Standard Operating Procedure).

Languages :

- German
- English

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.

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the

nature of your request and your contact information. Please include the job requisition number in your message.

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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部门
Development

Business Unit
Innovative Medicines

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Research & Development

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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