

W&L Operation Expert

Job ID
REQ-10062278

9月 17, 2025

China

摘要

- As a core member of Haiyan site supply chain team, be fully responsible for the daily operation and management of the site warehouse, ensuring efficient storage and accurate receiving and shipment for products and materials (raw materials, packaging materials, finished products, etc.); Be responsible for the daily operation/ management of public security supervision warehouses such as dangerous goods warehouses and radioactive source warehouses. Manage the treatment, application and supervision of hazardous waste in the site in compliance with cGMP, valid SOPs and HSE guidelines and regulations; Cooperate with I&E and logistics team, ensuring high-quality delivery of the products and materials.

About the Role

Major accountabilities:

- Responsible for the daily operation of Haiyan site warehouse, developing and optimizing

warehouse management procedures (incoming, storage, inventory, outgoing) to ensure compliance with GMP standards.

- Coordinate with production, planning, procurement, QA, etc., to manage material receipt (verify delivery notes, PO, COA , batch numbers, etc. and execute the GR in SAP), temporary storage, and warehousing.
- Support the FG shipping packaging according to defined procedure.
- Prepare dispatch/ shipping document and execute the good issue in system: packing list, delivery note, shipping label and other defined documents.
- Cooperate with China Logistic team and logistic provider to ensure smooth delivery for finished product within China.
- Support the GSP warehouse running per business needs to ensure compliance and operational reliability from RLT products ' launch in China market.
- Responsible for material preparation and allocation to production based on production schedule to ensure continuity.
- Responsible for managing hazardous material warehouses, radioactive finished/raw material storage, radiation source rooms, and decay; strictly enforce classified storage, maintain standardized inbound/outbound records, implement safety inspections, handle emergencies, and ensure compliance with public security/HSE requirements.
- Application, supervision and summary of destruction of hazardous wastes (including radio waste after decay)
- Regularly inspect warehouse equipment (refrigerator, freezers, shelves, explosion-proof cabinets, forklift, etc.), handle/report emergencies (e.g., temperature exceedance).
- Supervise 6S management in the warehouse to ensure a safe and tidy working environment , compliant with HSE requirements.
- Monitor inventory levels in real-time, conducting regular cycle counts and annual stock counting, ensuring consistency between accounts and physical items.
- Receive returned products from customers or other sections of BNP and prepare related documents.
- Responsible for the archiving process. Implement, supervise and improve the process according to the overall archiving process and GMP, legal and financial Guidelines.
- Report issue and deviation on time to in daily operation to relevant function.
- Proficient in suing warehouse management systems (SAP and decay software), maintaining warehouse master data, executing system transactions, managing dynamic inventory, and handling exceptions.
- Regularly generate operational reports and report KPI (inventory analysis, inbound/outbound efficiency, logistics costs, exception summaries) to support supply chain decisions.
- Process optimization for warehouse operation and process.
- Lead all procurement related things in the warehouse.
- Regularly collect and report warehouse KPIs.
- Support material / goods delivery to RLT Haiyan Site on time with well accommodation including goods importation, transportation, relevant customs authority affairs.
- Track logistics status, coordinate with freight forwarders/carriers/airlines to ensure material arrival timely.

Others

- Comply with Corporate Citizenship Standards.
- Comply with cGMP/GSP.
- Promote digital tools to improve warehouse accuracy and logistics visibility.
- Attend to any other task as may be assigned by the superior.

Key performance indicators:

- No shipping delays to FG dispatch (OTIF).
- No safety / quality issue in daily operation.
- No documentation/traceability issues.
- No major Finding during internal and /or external audits.
- Inventory accuracy and the accounts match the physical situation.
- On-time completion rate of training.

Minimum Requirements:

Work Experience:

- 3-5 years of warehouse management experience in pharmaceutical/bio-pharma/medical device industries.
- Familiar with GMP/GDP/GSP regulations; with GMP auditing experience are preferred.

Skills:

- Warehouse Management.
- ERP (SAP) Systems.
- General HSE Knowledge.
- Inventory Management.
- Knowledge Of Gmp/GSP/GDP.
- Product Distribution.
- Risk Management.
- Change Control.
- Flexibility.

Languages :

- The abilities of reading and writing for English .

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部门
Operations

Business Unit
Innovative Medicines

地点
China

站点
Haiyan (Zhejiang Province)

Company / Legal Entity
CN27 (FCRS = CN027) Novartis Pharmaceutical Technology Zhejiang Co., Ltd.

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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

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