

Logistics Planning Specialist

Job ID
REQ-10064263

10月 13, 2025

Mexico

摘要

Plan, prepare, and execute time-critical shipments for Radioligand Therapy (RLT) products, ensuring compliance. Coordinate courier bookings, documentation, GPS assignment, and data quality to achieve safe, on-time delivery from our manufacturing sites to destinations worldwide.

About the Role

Key responsibilities:

- Plan, prepare, and execute time-critical shipments for Radioligand Therapy (RLT) products, ensuring compliance. Coordinate courier bookings, documentation, GPS assignment, and data quality to achieve safe, on-time delivery from our manufacturing sites to destinations worldwide.
- Batch build-up in system. Build accurate, complete, and timely batch plans in the system for production. Optimize logistics options, validate against master data, manage last-minute

requests or adjustments, and handle individual CDMO orders as required.

- Courier booking and coordination. Book and confirm courier services, send pre-alerts and shipping documents, verify capacity, track handover to the courier, and ensure a GPS device is available and active for each shipment.
- Documentation preparation. Prepare and verify all required documentation, including the Dangerous Goods Declaration (DGD), Air Waybill (AWB), Bill of Lading (BOL), Pro forma Invoice (PI), etc. Ensure accuracy and compliance with applicable transport regulations such as DOT and IATA.
- Stakeholder coordination. Keep manufacturing sites, couriers, and internal teams informed through clear handoffs, proactive status updates, and timely escalations.
- Issue and disruption management. Identify potential risks early, execute mitigation protocols, trigger playbooks, and coordinate recovery actions with clear communication and timely updates.

Main requirements:

- Bachelor ' s degree in Logistics, Industrial Engineering, Supply Chain, International Trade, or a related field, with three to five years of experience in logistics planning or time-critical shipments; experience with dangerous goods or pharmaceuticals is a plus.
- Demonstrated ability to deliver clear, concise verbal and written updates to couriers, manufacturing sites, supply chain teams, and leadership.
- Strong interpersonal skills to manage diverse stakeholder expectations.
- 3 Years of proven experience managing multiple shipments simultaneously while adapting to evolving cut-off times, operational processes, and digital tools in a fast-paced logistics environment.
- Exceptional accuracy in documentation and data entry, ensuring compliance and right-first-time execution across all logistics activities.
- Ability to interpret and manage logistics data to identify risks, maintain data integrity, and support timely decision-making.
- Dangerous Goods Compliance. Working knowledge of Class 7 (radioactive) material handling and documentation requirements in accordance with applicable regulations.
- Proficiency in order management and shipment tracking systems. Skilled in preparing key transport documents including DGD (Dangerous Goods Declaration), AWB (Air Waybill), BOL (Bill of Lading), and PI (Proforma Invoice).
- Fluency in English (written and spoken) is required.

Preferred Qualifications

- Valid certifications in DOT (49 CFR) and IATA DGR.
- Proficiency in Power Query for data transformation and reporting.

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部门

Operations

Business Unit

Universal Hierarchy Node

地点

Mexico

站点

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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