

External Materials Planner

Job ID
REQ-10066234

11月 13, 2025

India

摘要

The Material Planner is responsible for ensuring uninterrupted material availability and feasibility of the execution plan in line with site inventory policies. This role manages tactical purchasing, onboarding alternate materials for business continuity, and oversees master data processes to maintain accuracy and compliance in SAP systems according to local and global requirements.

About the Role

Major accountabilities:

- Ensure material availability aligned with production plans through daily MRP oversight, requirement analysis, and timely PR-to-PO conversion in SAP.
- Share rolling 12-24-month forecasts and open PO status with suppliers; conduct regular reviews to track accuracy and performance.
- Lead onboarding of alternate materials for business continuity and manage supplier service

level indicators (Quality OTIF, lead-time compliance).

- Set up and maintain accurate local and global master data in SAP within GxP environment, adhering to Novartis compliance standards.
- Act as SPOC for escalation of supply, release, or technical issues; influence stakeholders to expedite resolution.
- Ensure compliance with supply chain processes (SDP, POLTA, POPD, POS) and report technical complaints/adverse events within 24 hours.
- Drive continuous improvement initiatives, including inventory optimisation and cost-efficiency projects.
- Provide load-balanced dispatch lists for incoming materials to warehouse and quality teams to meet production needs.
- Monitor and report KPIs for inventory management, master data accuracy, and supplier performance.

Minimum Requirements:

Work Experience:

- **Education:** Science graduate (B.Sc); preferred MBA in Supply Chain or B.Pharm with material management coursework.
- **Experience:** 3-7 years in material planning, supply planning, or demand planning.

Skills:

- Strong collaboration across boundaries.
- Operations management and execution.
- Project management expertise.

Languages :

- English.

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>

部门
Operations

Business Unit
Product Supply Chain

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

[Apply to Job](#)

Accessibility and accommodation

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please

send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



Job ID
REQ-10066234

External Materials Planner

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10066234-external-materials-planner>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/External-Materials-PlannerREQ-10066234>
5. <mailto:diversityandincl.india@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/External-Materials-PlannerREQ-10066234>