

Buyer Planner II

Job ID
REQ-10067604

12月 02, 2025

USA

摘要

The Buyer Planner II plays a pivotal role in keeping operations running smoothly. This position oversees the entire journey of inventory materials - from the moment an order is placed to time of delivery, ensuring precision and timeliness every step of the way. Beyond tracking, this role drives innovation by sourcing new materials that power our manufacturing and lab activities, including identifying and partnering with the right suppliers to keep us ahead of the curve.

About the Role

Location: Durham, NC

#LI-Onsite

This role is based in Durham, NC. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you

Key Responsibilities:

- Perform periodic review of supplier performance and work with his/her manager to alleviate any supplier issues. Periodic review may require setting reoccurring meetings with key suppliers.
- Support the Process Science Team by attending weekly production meetings, forecasting material needs and coordinating with the warehouse to ensure materials are available for scheduled production.
- Track all raw materials from time of purchase to time of receipt.
- Maintain data within the ERP system.
- Attend/host regular meetings with suppliers to review open orders/supplier performance.
- Accountable for maintaining inventory at planned levels.
- Works with manufacturing and lab teams to identify and source new raw materials.
- Maintain and update the Item Master as requested.
- Create and report key performance metrics related to purchasing and inventory management.
- Identifies and sets-up new suppliers through the Supplier Quality Management process.
- Work closely with Strategic Procurement to negotiate supply agreements, blanket orders and long-term purchase agreements.

- Forecast/Plan material needs to support manufacturing.
- Assist Warehouse team with any incoming receipt issues.
- Other related duties as assigned.

Essential Requirements:

- B.S. degree in supply chain, engineering, science, business or related degree or an equivalent combination of education and related experience.
- 2 years of supply chain or buyer/planner experience preferred.
- Must be able to operate with limited supervision and exercise proper judgment.
- Strong communication and organizational skills, detail oriented.
- Proficient in MS Office suite of products.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Approximately 5% travel.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$63,600 and \$118,200 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

Company will not sponsor visas for this position.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门
Operations

Business Unit
Product Supply Chain

地点
USA

状态
North Carolina

站点
Durham

Company / Legal Entity
U473 (FCRS = US473) Novartis Gene Therapies

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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