

## Material Buyer/Planner

Job ID  
REQ-10074853

3月 30, 2026

USA

### 摘要

You ' ll be the force that keeps production running smoothly turning plans into action so materials arrive exactly when needed and at the right cost. In this Material Planner/Buyer role, you ' ll orchestrate end to end material flow, convert production schedules into timely purchase orders, and adapt plans as demand and lead times shift—preventing bottlenecks and safeguarding on time delivery. You ' ll build strong partnerships across Production, Quality, Warehousing, Regulatory, and Finance while managing suppliers for raw and packaging materials, tracking performance, and driving corrective actions where needed. You ' ll balance service and cost through smart inventory strategies, tackle slow moving or obsolete stock, and maintain accurate records in Enterprise Resource Planning (ERP) and Material Requirements Planning (MRP) systems—all while upholding Good Manufacturing Practice (GMP) standards and validated processes.

Location,: Indianapolis, IN  
LI- #onsite  
Shift: 1st

## About the Role

### Key Responsibilities:

- Develop and maintain material requirements plans based on forecasts, production schedules, and usage trends.
- Convert production needs into accurate purchase requisitions and purchase orders.
- Adjust material plans as demand, lead times, or production priorities shift.
- Manage suppliers to ensure quality, on time delivery, and responsive issue resolution.
- Track purchase orders, pricing, quantities, and delivery accuracy.
- Maintain optimal inventory levels while minimizing risk of obsolescence.
- Monitor safety stock, reorder points, and lead times, adjusting as needed.
- Partner cross functionally to meet Good Manufacturing Practice and regulatory requirements.
- Ensure accurate, compliant documentation in enterprise planning systems.

### Essential Requirements:

- Bachelor ' s degree, preferably in a supply chain-related field.
- 3+ years of relevant experience in material planning, purchasing, or supply chain roles.
- Experience working in pharmaceutical, biotechnology, or other Good Manufacturing Practice-regulated environments.
- Proficiency with Enterprise Resource Planning (ERP) and Material Requirements Planning (MRP) systems, including SAP and Microsoft Dynamics.
- Strong written and verbal communication skills.
- Ability to maintain accurate data and documentation in compliance with company and regulatory standards.

### Novartis Compensation Summary:

The salary for this position is expected to range between \$85,400 and \$158,600 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 generous time-off package including vacation, personal days, holidays, and other leaves.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

#### 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](mailto: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

Indiana

站点

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

```
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sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css: "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] }; // Check and add plugins only if they exist if
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(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) {
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config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; }
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(KalturaPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
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config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
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false, playlistEvents: false, castEvents: false } };
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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var  
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other  
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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