

Warehouse & Distribution Coordinator

Job ID
REQ-10075567

5月 07, 2026

Colombia

摘要

负责网站主数据流程,旨在确保根据本地和全球要求准确及时地创建和维护ERP系统中的主数据。物料计划员推动所有物料的战术采购流程,以确保物料的可用性和执行计划的可行性符合站点库存政策。

About the Role

Major Accountabilities

- 主数据
- 在 GxP 环境中设置和执行复杂的本地和全球主数据设置,并建立流程、指南、业务矩阵和 SLA 时间表,以遵守诺华合规性。
- 成为指定工作领域的主题专家
- 支持KPI的数据收集和报告
- 物流, WAndD

- 负责所有物流流程都及时、高质量、高效和有效地进行，并完全遵守所有法律和供应链管理政策和程序。识别并推动持续改进项目。
- 收到后 24 小时内报告与诺华产品相关的技术投诉/不良事件/特殊情况
- 营销样本的分发适用)
- 确保对所有 BOM 物料进行日常 MRP 监督、需求分析和采购订单管理。
- 确保管理每日 MRP 异常消息并进行适当的跟进。
- 在ERP系统中拥有MRP相关数据和材料技术规范，并确保ERP系统中没有逾期的采购订单。
- 管理采购商品投诉/退货给供应商。
- 为仓库和质量部门的进货物料提供负载均衡的发货清单，以确保这些活动按照生产需求完成。
- 控制和跟进供应商的服务水平指标：质量 OTIF、交货期违规。
- 领导行动计划，以实现供应商交付绩效目标并推动持续改进。
- 订单管理
- 客户和站点之间的公司间订单履行包括监控订单完成、变更请求、发票开具)
- 为退货、回扣和贷方/借方票据提供指导和系统支持
- 与其他职能部门例如LEX合作，为第三方客户和跨部门供应定义并决定实物交付的优先级
- 充当 SPOC，处理已分配客户的上报问题
- 影响和联系相关利益相关者，以加快系统问题的解决
- 物料计划员

Key Performance Indicators

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Work Experience

跨界协作
项目管理
运营管理和执行

Skills

Bom物料清单)
商业网络
效率
ERP系统
灵活性
库存管理
物料需求计划 (MRP)
订单管理
产品分销
规划
供应链
供应管理
供应计划
供应链管理
仓库管理
运输
主数据

GMP知识
包括GDP
风险管理
变更控制
HSE常识
业务场景规划

Language

英语

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 \(PDF 30 MB\)](#)

部门
Operations

Business Unit
Product Supply Chain

地点
Colombia

站点
Bogota (Pharmaceuticals / GDD / NTO / CTS)

Company / Legal Entity
CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area
Technical Operations

Job Type
Full time

Employment Type
正式

Shift Work
No

```
var config = { targetId: "kalturaplayer69fd15e6bcd35132917634", provider: { widgetId:
"1Qm7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
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
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(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"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
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 }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(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 = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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2. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/zh-CN/NovartisCareers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Warehouse---Distribution-CoordinatorREQ-10075567-1>
4. <https://novartis.wd3.myworkdayjobs.com/zh-CN/NovartisCareers/job/Bogota-Pharmaceuticals--GDD--NTO--CTS/Warehouse---Distribution-CoordinatorREQ-10075567-1>