Supply Chain Management Specialist (Fixed Term Contract)

Job ID
REQ-10092358

十一月 23, 2026

South Africa

摘要

The Supply Chain Specialist supports the Novartis Technical Operations Supply Operations team. The role coordinates supply activities in line with GxP and regulatory requirements and delivers value to internal customers across Novartis divisions and regions.
Supports with accurate master data, carries out the inventory strategy with the right level of safety stock, and supports new operating models. Also ensure logistics, warehouse and distribution processes are timely, efficient and fully compliant, while driving continuous improvement.
Demand and supply planning makes sure products are available on time for patients and customers, in line with the approved S&OP plan. Order management delivers intercompany orders between customers and sites.

About the Role

Major accountabilities:

Logistics, Warehouse and Distribution:

Responsible that all logistic processes are proceed in a timely, high quality, efficient and effective manner and in full compliance with supply chain management policies and procedures. This Includes:

Monitoring the daily sales and inventory interface files and reporting errors

Checking inventory levels and expiry dates

Managing destruction certificates

Completing month-end reports: stock reconciliation, stock ageing, Cockpit and credit reports

Completing the monthly Global Scorecard dashboard by the 15th of each month

Identify and drive continuous improvement projects.

Demand and Supply Planning:

Execute the demand and supply planning process to ensure on-time product availability to patients and customers, optimal inventory levels and cost efficiency.

Support the monthly demand review and maintain the demand plan accuracy.

Translate the agreed demand plan into a supply plan and create and manage replenishment orders in the planning system, aligned with the approved S&OP plan.

Coordinate import activities, i.e. preparing and sending shipping documents to ensure goods are cleared and received on time.

Manage capturing and releasing distributor orders and keep stock status up to date across systems.

Support supply-related queries from internal stakeholders

Track and report planning KPIs, such as forecast accuracy, service level and inventory coverage.

Order Management:

Intercompany order fulfilment between customers and sites (including monitoring of order completions, change requests, invoice issuance).

Provide guidance and system support for returns, rebates and credit/debit notes.

Define and decide on priorities for physical deliveries in collaboration with other functions (e.g. LEX) for 3rd party customers and cross divisional supplies.

Act as SPOC for escalation issues for assigned customers. Influencing and connecting relevant stakeholders to speed up (system) issue resolution.

Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.

Master Data:

Maintain accurate supply chain master data and planning parameters (such as lead times, safety stock and lot sizes) in line with GxP requirements.

Support data cleansing, validation and migration activities for SAP Project were required.

Key performance indicators:

- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes
- Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.
- On time, in full, delivery of the business basics - budgets, quality compliance etc.
- Customer Service Level (e.g. OTIF)

Minimum Requirements

- Degree or diploma in Supply Chain, Logistics, Industrial Engineering or similar.
- 2-4 years' experience in supply planning, inventory management or logistics, ideally in pharmaceuticals or FMCG.
- Working knowledge of SAP (MM/SD; S/4HANA is an advantage).
- Strong Excel and data analysis skills.
- Understanding of GDP/GxP in a regulated environment.

Preferred skills

- Experience working with a 3PL/4PL partner.
- Exposure to ERP implementations or system migrations.
- Able to start quickly and work independently with little onboarding.
- Clear communication, attention to detail and the ability to work under pressure.

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
South Africa

站点
Midrand

Company / Legal Entity
ZA01 (FCRS = ZA001) Novartis SA (Pty) Ltd.

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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