

# Sr. Supply & Demand Planner

Job ID  
REQ-10015673  
Sep 03, 2024  
South Korea

## Summary

- Responsible for the site Master Data processes aimed to ensure accurate and timely creation and maintenance of the master data in the ERP System, in accordance with local and global requirements.
- The Material Planner drives the tactical purchasing process for all materials to ensure materials availability and execution plan feasibility in accordance with Site inventory policy.

## About the Role

**Internal Role Title:** Senior Supply and Demand Planner

**Location:** Seoul, Korea #LI-Hybrid

**Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.**

## Key Responsibilities:

- Master Data Set up and perform complex local And global master data set up And establish process, guidelines, business matrix and SLA time lines in in GxP environment in adherence to Novartis compliance.
- Be Subject Matter Expert in the assigned area of work:
- Support data collection and reporting of KPIs- Logistic, WAndD
- Responsible that all logistic processes are proceed in a timely, high quality, efficient and effective manner and in full compliance with all laws and supply chain management policies and procedures.
- Identify and drive continuous improvement projects.
- Ensure material availability in line with the approved production plan.
- Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management.
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- Own, in ERP System, MRP relevant data and materials technical specifications and ensure no Purchase Orders are past due in the ERP System.
- Management of purchased item Complaints>Returns to supplier.

- Provide a load-balanced dispatch list for incoming materials to the warehouse and Quality department that ensures these activities are completed in line with the production needs.
- Control and follow-up of supplier's service level indicators: Quality OTIF, lead-time violation.
- Lead action plans to achieve supplier delivery performance targets and drive for continuous improvement.
- 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
- Ensure management of daily MRP exception messages And appropriate follow up.
- Provide a load balanced dispatch list for incoming materials to the warehouse and Quality department that ensures these activities are completed in line with the production needs.

### **Essential Requirements:**

- At least 5-7 years of experience in the supply chain field, including manufacturing/production (MRP) planning, purchasing, supply & demand management, transportation and customs clearance, inventory management, warehouse/distribution, and 3PL management.
- Understanding of the supply chain flow connected to various departments and leading close communication and collaboration with related departments.
- Problem solving skills through process improvement
- ERP operation experience (SAP, Oracle, etc.) and various projects (system, process, cost related) and data analysis ability
- English communication skills required for communication and collaboration with regional and global organizations

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**You'll receive:** You can find everything you'll need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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Division

Operations

Business Unit

Innovative Medicines

Location

South Korea

Site

Seoul

Company / Legal Entity

KR01 (FCRS = KR001) Novartis Korea Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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