

# Specialist - Master Data Management

Job ID  
REQ-10015698  
Jul 26, 2024  
India

## 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

### Specialist - Master Data Management

**Location: Hyderabad**

#### About the Role:

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.

#### 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 SME in the assigned area of work -Support data collection and reporting of important metrics - 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.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products

within 24 hours of receipt -Distribution of marketing samples (where applicable) -Provide expertise 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 partner concern issues for assigned customers -Influencing and connecting relevant partners to speed up (system) issue resolution -Material Planner -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:**

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.
- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes -Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.

### **Desirable Requirements:**

- Bachelor / Masters Degree with experience in Pharmaceutical Industry/ specifically GMP background.

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Division

Operations

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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