

# Associate Production Master Data Manager

Job ID

REQ-10054817

Jun 12, 2025

India

## Summary

The Production Master Data Manager (PMDM) supports GCS Planning and enables Primary and Secondary Packaging by setting up Recipes, BOMs and Production Versions in SAP. The PMDM ensures Line Function Quality by executing LU2 checks.

Execute and monitor timely activities related to assigned area of responsibility under the guidance and accountability of more senior associates.

## About the Role

1. Creates entire Bill of Materials & Master Recipe for clinical studies and stability studies, including selection of primary packaging material and management of alternative Bill of Materials
2. Updates and performs checks of Master recipes or Bill of Materials in case of changes.
3. Describes the process and answer questions regarding Bill of material / recipe creation/change process during internal/external inspections.
4. Performs GMP conform documentation of above-mentioned activities.
5. Supports Tactical planner, SCM, CTSM, Purchasing, CLM in selectin. the most efficient packaging design
6. Coordinates with Tactical planner, Operational Planner and Supply Chain Manager ensuring on time quality check and availability of Bill of materials / master recipes for planning purposes and packaging activities.
7. Meets quantity, quality and timelines of all assigned tasks.
8. Collects data for KPIs in affected area.
9. Maintains packaging material library.
10. Proactively communicate key issues and any critical topic in a timely manner to the appropriate management level and to/or any other relevant project team members. Interpret results, evaluate data, draw conclusions and report back to team and management.
11. Monitor and report Key Performance Indicators (KPI) and performance measures to enable strategic objectives to be met, or corrective action to be taken.
12. Performs QC on Bill of material, Recipe and assigned label.
13. Ensures that best practice, GMP and SAP requirements are respected for every production version.
14. Liaises with Master Data Management for timely material status change to L2.
15. Collects data for KPIs (e.g. RFT)
16. Coordinates with Production Master Data Team and SCM/Tactical Planner regarding required changes to BOM or Recipe (incl. downgrading their status)

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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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**List of links present in page**

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