

# External Materials planner

Job ID  
REQ-10019140  
Aug 26, 2024  
Poland

## Summary

Warsaw #LI-Hybrid

We are seeking a External Materials Planner who is responsible for executing the material planning and operational buying activities of the incoming materials for production sites with an aim to assure on time supply to sites, optimal level of inventory and cost efficiency. Executes defined inventory strategy with supporting new operating models (e.g. JIT, Consignment stock, VMI, etc.) and assuring right level of safety stock. Executes complex purchasing processes to ensure smooth operations, in accordance with the law, internal regulations, good practices and business objectives. Actively identifies, develops and executes best practices. Develops and maintains trustful collaboration with sites. Supports the project activities related to external materials. Working in accordance with legislation, internal rules, good practices and business objectives.

If you are seeking a challenging yet rewarding opportunity where you can make a significant impact, we encourage you to submit your application. Join our team of passionate individuals who are dedicated to pushing boundaries and shaping the future.

## About the Role

### Key Responsibilities:

- Ensure material availability in line with the approved site production plan.
- Follow up and ensure the accuracy of the material demand flow from sites to hub.
- Ensure daily MRP oversight for all BOM material requirements, analysis of requirements and Purchase Orders overview.
- Ensure management of daily MRP exception messages and appropriate follow up.
- Preparation and creation of orders for incoming materials and their submission to the supplier; obtaining valid price quotes with escalation to Procurement if outside predefined tolerance/contractual limits; tracking and monitoring execution of the purchasing process with the supplier, carriers, forwarding agency and insurance companies.
- Reconciliation of the needs for incoming materials from NTO sites to hub
- Performing the operational procedure for incoming material complaints.
- Performing complex purchasing and logistics processes (non-EU markets).

### Essential Requirements:

- Higher degree in technical, economics or any other equivalent degree.
- Minimum 2 years of relevant experience in SCM, planning or buying or similar positions is preferred.
- Fluent spoken and written English.

- Knowledge of Slovene language is an advantage.

We are offering a temporary contract for one year.

You are kindly invited to submit your application in English language.

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

### **Benefits and Rewards:**

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

### **Commitment to Diversity and Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Innovative Medicines

Location

Poland

Site

Warsaw

Company / Legal Entity

PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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