

Logistics Coordinator (Import)

Job ID
REQ-10024156
Oct 03, 2024
USA

Summary

#LI - Onsite

The Logistics Coordinator (Import) will be trained to fully understand all applicable laws and regulations and must be able to apply those regulations to ensure that all international trade transactions are complying. Furthermore, all supply chain management policies and procedures must be followed. The Logistics Coordinator plays a key role in ensuring that the import data transfer between Novartis, US Brokers and US Agencies are done in a correct and timely matter. A swift import clearing process is paramount to ensure product availability for our patients.

About the Role

766 million. That's how many lives our products touch. At Novartis, being there when and how it matters most for our patients and customers allows us to live our purpose and help bring maximum impact to health outcomes.

This position will be located at the East Hanover, NJ site and **will not** have the ability to be located remotely. Please note that this role would not provide relocation and only local candidates will be considered.

Major accountabilities:

- Ensure uninterrupted flow of products for commercial distribution, clinical trials, research activities.
- Transactional data entry into SAP GTS (Global Trade System) to ensure swift import clearance of Novartis products.
- Ensure that all transactions comply with all applicable laws and regulations as well as NPC SOPs, procedures, and global trade guidelines.
- Interact with US Customs Broker if necessary.
- Provide import broker and government agencies with all information necessary to ensure timely release of entries.
- Monitor release process of products.
- Conduct data audits and ensure KPIs are met.
- Manage SAP GTS (Global Trade System), maintain master data in the system and resolve functionality issues.
- Participate in special projects within the department; develop and implement process improvements wherever possible.
- Help to create procedures to ensure international trade compliance.
- Support implementation of new processes within ITM, US and Global Supply Chain
- Conduct data audits

The pay range for this position at commencement of employment is expected to be between \$57,000 to \$85,600 a year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Minimum Requirements:

- Bachelor’s degree is required, degree subject area in Business, Supply Chain Management, Logistics, or related preferred.
- 0-2 years in Supply Chain Management, Freight Forwarding, Import / Export Operation or related experience is preferred.
- Ability to work with people at all levels of the organization
- Demonstrates initiative, innovation, problem solving skills and the ability to exercise independent judgment, make decisions and take action

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>

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EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds

and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Operations

Business Unit

Innovative Medicines

Location

USA

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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