

Supply Chain Management Specialist

Job ID
REQ-10024180
Nov 05, 2024
Mexico

Summary

-Responsible as a specialist for warehouse logistics whilst meeting Pharmaceutical Regulatory and Corporate Guidelines.

About the Role

Major accountabilities:

- Order Creation & Courier Coordination: Create and manage orders with couriers, ensuring timely pick-up and delivery scheduling.
- Real-time Monitoring & Risk Management: Continuously monitor logistics operations to proactively identify risks and prevent delays.
- Master Data Management: Maintain and update logistics databases with accurate and timely information to support smooth operations.
- End-to-End Delivery Tracking & Follow-up: Track deliveries from initiation to final delivery, ensuring follow-up with couriers to resolve any issues.
- Performance Analysis & Reporting: Prepare and present performance reports, highlighting trends and identifying areas for process improvement.

Key performance indicators:

- On-time Order Creation & Courier Coordination: Percentage of orders created and coordinated with couriers within scheduled timelines.
- Successful Delivery Rate: Proportion of packages delivered on or before the expected delivery date.
- Risk Mitigation Efficiency: Average time to identify, escalate, and resolve risks affecting delivery.
- Database Accuracy: Rate of accurate updates and minimal discrepancies in the logistics database.
- Process Improvement Success: Tangible improvements in logistics efficiency based on implemented changes and process optimizations.

Minimum Requirements:

Work Experience:

- Supply chain, planning, logistics.

Skills:

- Advanced Analytical Skills: Ability to assess data and identify logistics bottlenecks, driving process improvements.
- Courier & Logistics Coordination: Expertise in managing courier relationships and coordinating delivery

schedules.

- Communication & Stakeholder Management: Strong interpersonal skills for managing logistics teams and external courier partners.
- Time & Project Management: Capacity to manage multiple tasks, prioritize effectively, and meet deadlines in high-pressure environments.
- Tech Proficiency: Proficiency in logistics systems, and database management, with a focus on accuracy and efficiency.

Languages :

- English.

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

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please

include the job requisition number in your message.

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

Job ID
REQ-10024180

Supply Chain Management Specialist

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10024180-supply-chain-management-specialist>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/SCM-specialist_REQ-10024180-1
5. <mailto:tas.mexico@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/INSURGENTES/SCM-specialist_REQ-10024180-1