

# Specialist - Master Data Management

Job ID  
REQ-10031778  
Nov 28, 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

Position Title : Specialist - MDM

Location - Hyderabad

About the Role:

Responsible for complex Global master data management processes (e.g. cross-divisional set-ups etc.)

Key Responsibilities:

- Focused to ensure accurate and timely preparation and maintenance of master data in the SAP ERP system, in accordance of Supply chain operational activities in compliance with the GxP & Regulatory requirements, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.
- Performing day to day activities of processing master Data tickets assigned as per the relevant SOPs , business matrix, SLA time lines & KPIs.Facilitate the setup and maintenance of Global & Local Master Data. Requires heavy interaction and coordination across Global business units and diverse cultures.
- Focus on developing functional understanding in Supply Chain, Data Quality and other domains.In depth understanding and Knowledge of Supply chain management / SAP systems and navigation.
- Basic Understanding of Pharma product / Regulatory / Artwork and lifecycle events and Responsible to provide & maintain material, customer, vendor Master Data set up. This activity includes specific requirements (GxP) and is to perform in accordance with applicable SOPs / WP's

Commitment to Diversity & Inclusion: :

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

Role Requirements :

Essential Requirements:

- Minimum 6 years of overall experience in Master Data Operations in Supply chain Management is preferred. User experience of Change Control system (e.g. SAP) as well as experience within the Pharmaceutical Industry are an advantage.
- Develop understanding of working in a GxP environment and adhere to the compliance policies of Novartis and Be proactive in planning, anticipating change management and acting in accordance; drive meticulous implementation of team goals and metrics.
- Ensure accountability & ownership of the work you're leading with good data quality on work you're doing and participate and finish the mandatory trainings assigned, optimally take proactive action for improvements on Customer satisfaction, Glint survey and other feedback mechanism.
- Initiate and Supply continuous improvement projects to achieve operational excellence and enhance quality & productivity
- Ensure compliance with GMP, regulatory requirements, HSE (including record management).
- Hands on experience and in depth understanding and Knowledge of Supply chain management / SAP ERP systems and navigation

#### Desirable requirements

- Graduate/Postgraduate in Pharmacy/ Life Science/ Engineering/Commerce/Economics with excellent spoken and written English skills

#### Why Novartis?

766 million lives were touched by Novartis medicines in 2021, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

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**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?  
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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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