

Supply and Demand Planner

Job ID
REQ-10033257
Dec 10, 2024
Singapore

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

Key Responsibilities:

- Master Data -Set up and perform complex local and global master data set up And establish process, guidelines, business matrix and SLA time lines in in GxP environment in adherence to Novartis compliance.
- Be Subject Matter Expert in the assigned area of work -Support data collection and reporting of KPIs
- Responsible that all logistic processes are processed in a timely, high quality, efficient and effective manner and in full compliance with all laws and supply chain management policies and procedures.
- Identify and drive continuous improvement projects.
- Ensure material availability in line with the approved production plan.
- Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management.Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management.
- Ensure no Purchase Orders are past due in the ERP System.
- Management of purchased item Complaints/Returns to supplier.

Essential Requirement:

- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes -Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.
- On time, in full, delivery of the business basics – budgets, quality compliance etc. -Customer Service Level (e.g. OTIF)
- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.

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Division

Operations

Business Unit

Innovative Medicines

Location

Singapore

Site

Mapletree Business City (MBC)

Company / Legal Entity

SG04 (FCRS = SG004) Novartis Singapore Pte Ltd

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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