

Material Coordinator

Job ID
REQ-10069282
мар 31, 2026
Малайзия

Сводка

- Execute material planning as per production plan for CMO products with an aim to assure on time supply of all incoming materials to site, optimal level of inventory and cost efficiency.
- Coordinate with site cross functional team, global CMO, customer, and procurement to assess the material supply feasibility from the site for new CMO product and ensure the availability of any new material for CMO products.
- Support NOCC Material Planner for coordination with site cross functional team to ensure smooth material supply to site.

About the Role

Major accountabilities:

- Ensure CMO material availability in line with the approved site production plan
- Ensure daily MRP oversight for CMO BOM material requirements, analysis of requirements and Purchase Orders overview.
- Provide inventory projection for CMO material, monitor short-expiry materials and provide timely action reports.
- Provide material availability assessment for new CMO products
- Provide right material master information for new CMO materials to NOCC for master data maintenance.
- Collaborate with procurement to establish the purchase process of new material for new CMO products.
- Provide inbound delivery projection for CMO materials
- Provide prompt and accurate updates to customers on CMO material readiness.
- Coordinate with local internal and external stakeholders for support needed from GOC.
- Communicate proactively on deviations, delays, supply chain challenges and mitigation plans.
- Support audits for topics related to materials.
- Participate in change control and deviation management for topics related to material.
- Ensure achievement of key performance indicators: Inventory, financial savings and support achievement of NOSSCE KPIs.

Key performance indicators:

- On time delivery of CMO material
- Achieve inventory target for CMO material
- Savings on reduced material spend
- CMO material master data accuracy

Minimum Requirements:

Work Experience:

- Min 5 years experience in pharmaceutical operations and/or supply chain practices, SAP SCM modules/transaction.
- Independent, team player, task oriented and result-driven.
- Good knowledge of MS Excel, MS Word, MS Power-point, PowerBI.
- Experience working in GMP environment is an added advantage.

Skills:

- Business Networking.
- Business Scenario Planning
- Change Control.
- Deviation.
- Continual Improvement Process.
- Efficiency.
- Flexibility.
- General Hse Knowledge.
- Including Gdp.
- Inventory Management.
- Knowledge Of Gmp.
- Operations.
- Order Fulfillment.
- Order Management.
- Procurement.
- Product Distribution.
- Risk Management.
- Supply Chain.
- Supply Chain Planning.
- Supply Planning.
- Supply-Chain Management.

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>

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Дивизион
Operations
Business Unit
General Management
Место
Малайзия
Сайт
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No

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2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf 2/3

3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Material-Coordinator_REQ-10069282-1
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Material-Coordinator_REQ-10069282-1