

Logistics Planning Specialist (Temporal 8 months)

Job ID
REQ-10073693
мар 11, 2026
Мексика

Сводка

Plan, prepare, and execute time-critical shipments for Radioligand Therapy (RLT) products, ensuring compliance. Coordinate courier bookings, documentation, GPS assignment, and data quality to achieve safe, on-time delivery from our manufacturing sites to destinations worldwide.

About the Role

Key responsibilities:

- **Batch build-up in system.** Build accurate, complete, and timely batch plans in the system for production. Optimize logistics options, validate against master data, manage last-minute requests or adjustments, and handle individual CDMO orders as required.
- **Courier booking and coordination.** Book and confirm courier services, send pre-alerts and shipping documents, verify capacity, track handover to the courier, and ensure a GPS device is available and active for each shipment.
- **Documentation preparation.** Prepare and verify all required documentation, including the Dangerous Goods Declaration (DGD), Air Waybill (AWB), Bill of Lading (BOL), Pro forma Invoice (PI), etc. Ensure accuracy and compliance with applicable transport regulations such as DOT and IATA.
- **Stakeholder coordination.** Keep manufacturing sites, couriers, and internal teams informed through clear handoffs, proactive status updates, and timely escalations.
- **Issue and disruption management.** Identify potential risks early, execute mitigation protocols, trigger playbooks, and coordinate recovery actions with clear communication and timely updates.

Main Requirements:

- **Communication and stakeholder management.** Clear verbal and written updates with couriers, manufacturing sites, supply chain teams, and leadership.
- **Time management and adaptability.** Prioritize multiple shipments and adjust to changing cut-offs, processes, and tools.
- **Attention to detail.** High accuracy in documentation and data entry, ensuring compliance and right-first-time execution.
- **Data literacy and problem solving.** Interpret and manage data to identify risks, maintain accuracy, and support decision making.
- **Dangerous Goods compliance.** Knowledge of Class 7 handling, and documentation requirements.
- **Logistics systems and documentation.** Proficiency with order management and shipment tracking tools, and accurate preparation of DGD, AWB, BOL, and PI.
- **Collaboration and teamwork.** Work effectively across functions and with external partners to keep operations coordinated and on time.

Preferable Requirements:

Current **DOT (49 CFR)** and **IATA DGR** certifications; **Power Query** proficiency.

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
Production / Manufacturing
Место
Мексика
Сайт
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

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

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.

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