

# External Materials Planner

Job ID  
REQ-10014633  
Jul 22, 2024  
Türkiye

## About the Role

Location: Istanbul Kurtköy, Turkey #Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accesible for you.

### Key Responsibilities:

- Ensure material availability in line with the approved site production plan.
- Follow up and ensure the accuracy of the material demand flow from sites to hub.
- Ensure daily Material requirements planning (MRP) oversight for all Bill of Material (BOM) material requirements, analysis of requirements and Purchase Orders overview.
- Preparation and creation of orders for incoming materials and their submission to the supplier; obtaining valid price quotes with escalation to Procurement if outside predefined tolerance/contractual limits; tracking and monitoring execution of the purchasing process with the supplier, carriers, forwarding agency and insurance companies.
- Reconciliation of the needs for incoming materials from Novartis Technical Operation sites to hub.
- Performing the operational procedure for incoming material complaints as well as complex purchasing and logistics processes.

### Essential Requirements:

- University degree in Economics or other equivalent degree
- Work experience in supply chain preferred
- Ability to work in a fast-paced changing environment
- Team working and customer oriented mindset
- Excellent communication skills in English

### Benefits and Rewards:

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [Novartis Life Handbook](#)

### Commitment to Diversity & Inclusion:

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

## Role Requirements

**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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**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

Türkiye

Site

İstanbul Kurtköy

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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