NOVARTIS

Supply Chain Management Specialist

Job ID
REQ-10024180
Nov 05, 2024
Mexico

About the Role

Major accountabilities:

- Order Creation & Courier Coordination: Create and manage orders with couriers, ensuring timely pick-up and delivery scheduling.
- Real-time Monitoring & Risk Management: Continuously monitor logistics operations to proactively identify risks and prevent delays.
- Master Data Management: Maintain and update logistics databases with accurate and timely information to support smooth operations.
- End-to-End Delivery Tracking & Follow-up: Track deliveries from initiation to final delivery, ensuring follow-up with couriers to resolve any issues.
- Performance Analysis & Reporting: Prepare and present performance reports, highlighting trends and identifying areas for process improvement.

Key performance indicators:

- On-time Order Creation & Courier Coordination: Percentage of orders created and coordinated with couriers within scheduled timelines.
- Successful Delivery Rate: Proportion of packages delivered on or before the expected delivery date.
- Risk Mitigation Efficiency: Average time to identify, escalate, and resolve risks affecting delivery.
- Database Accuracy: Rate of accurate updates and minimal discrepancies in the logistics database.
- Process Improvement Success: Tangible improvements in logistics efficiency based on implemented changes and process optimizations.

Minimum Requirements:
Work Experience:

- Supply chain, planning, logistics.

Skills:

- Advanced Analytical Skills: Ability to assess data and identify logistics bottlenecks, driving process improvements.
- Courier & Logistics Coordination: Expertise in managing courier relationships and coordinating delivery schedules.
- Communication & Stakeholder Management: Strong interpersonal skills for managing logistics teams and external courier partners.
- Time & Project Management: Capacity to manage multiple tasks, prioritize effectively, and meet deadlines in high-pressure environments.

- Tech Proficiency: Proficiency in logistics systems, and database management, with a focus on accuracy and efficiency.

Languages :

- English.

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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Division
Operations
Business Unit
Innovative Medicines
Location
Mexico
Site
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
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