

# Planning and Logistics Specialist

Job ID  
REQ-10041740  
Mar 24, 2025  
USA

## Summary

The Planning and Logistics Specialist ensures that customer orders are processed to plan production and carried out with precision to make sure the customer receives their products on time, while also act as a customer service representative and aftersales specialist, being the single point of contact for the customers. Responsible for logistics activities for Lu-177 based products for all sites in the US.

Location: Indianapolis, IN #LI-Onsite  
Shift: Sunday-Thursday 12pm-8pm

This role is located on-site in Indianapolis, IN. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Key Responsibilities:

- Support Logistic Plans at site level.
- Ensuring all shipping paperwork including BOL, radioactive labels, DGD and shipping label are accurately printed.
- Ensuring the couriers are fully informed about the shipments, delivery instructions and delivery times.
- Preparing shipping documents for export shipments.
- Making sure Customs and FDA releases are on time for all import shipments.
- Making schedules to plan drivers and outsourced transports
- Support all AAA departments for export and import shipments if needed.
- Booking the flights and other means of transport to get the products to the customer on time by using cost efficient methods.
- Tracking shipments to ensure on time deliveries.
- Ensure direct communication with Customer Service / next point of supply chain, plant internal and - external stakeholders & partners with regard to internal changes.
- Providing solutions for risen problems or difficulties. Optimize local planning processes such as excess doses, throughput time and waiting times of sources
- Represent the point of contact for follow-up on time delivery dates & escalating changes related to supply.
- Ability to adapt flexible working hours including Sunday work.
- Responsible for organizing and follow up of logistic flows (including labelling) of final products to customer (freight out)
- Making sure all logistics operations comply to DGR, DOT and IATA standards

- Support on site change controls and create/review/approval of Quality documentation (deviations, CAPAs, risk assessments, Change Controls, supplier complaints, escalation/FARs, APR)

### Essential Requirements:

- High School Diploma or equivalent degree required; Bachelor's Degree preferred.
- In lieu of Bachelor's degree, 5 years of related work experience in a GMP environment required.
- With Bachelor's degree, at least 2 years of relevant work experience in GMP APICS certification is preferred
- Able to manage multiple projects simultaneously and prioritize tasks based on demand.
- Problem solving ability in cross-functional and multi-cultural environment.
- Operating with integrated ERP tools.
- Proficient with MS Excel.
- Highly organized with strong orientation process / project management orientation
- Ability to adapt flexible working hours
- Excellent interpersonal and communication skills
- Demonstrates strong personal ethics and responsibility to purpose

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$77,000/year and \$143,000/year; *however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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<https://www.novartis.com/about/strategy/people-and-culture>

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### EEO Statement:

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legally protected status.

## **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Operations

Business Unit

Innovative Medicines

Location

USA

State

Indiana

Site

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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