

Specialist - Master Data Management

Job ID
REQ-10045766
Mar 28, 2025
India

Summary

-Responsible for the site Master Data processes aimed to ensure accurate and timely creation and maintenance of the master data in the ERP System, in accordance with local and global requirements. -The Material Planner drives the tactical purchasing process for all materials to ensure materials availability and execution plan feasibility in accordance with Site inventory policy.

About the Role

Key Responsibilities:

- Focused to ensure accurate and timely preparation and maintenance of master data in the SAP ERP system, in accordance of Supply chain operational activities in compliance with the GxP & Regulatory requirements, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.
- Performing day to day activities of processing master Data tickets assigned as per the relevant SOPs , business matrix, SLA time lines & KPIs.Facilitate the setup and maintenance of Global & Local Master Data. Requires heavy interaction and coordination across Global business units and diverse cultures.
- Focus on developing functional understanding in Supply Chain, Data Quality and other domains.In depth understanding and Knowledge of Supply chain management / SAP systems and navigation.
- Basic Understanding of Pharma product / Regulatory / Artwork and lifecycle events and Responsible to provide & maintain material, customer, vendor Master Data set up. This activity includes specific requirements (GxP) and is to perform in accordance with applicable SOPs / WP's

Commitment to Diversity & Inclusion: :

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

Role Requirements :

Essential Requirements:

- Minimum 6 years of overall experience in Master Data Operations in Supply chain Management is preferred. User experience of Change Control system (e.g. SAP) as well as experience within the Pharmaceutical Industry are an advantage.
- Develop understanding of working in a GxP environment and adhere to the compliance policies of Novartis and Be proactive in planning, anticipating change management and acting in accordance; drive meticulous implementation of team goals and metrics.

- Ensure accountability & ownership of the work you're leading with good data quality on work you're doing and participate and finish the mandatory trainings assigned, optimally take proactive action for improvements on Customer satisfaction, Glint survey and other feedback mechanism.
- Initiate and Supply continuous improvement projects to achieve operational excellence and enhance quality & productivity
- Ensure compliance with GMP, regulatory requirements, HSE (including record management).
- Hands on experience and in depth understanding and Knowledge of Supply chain management / SAP ERP systems and navigation

Desirable requirements

- Graduate/Postgraduate in Pharmacy/ Life Science/ Engineering/Commerce/Economics with excellent spoken and written English skills

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

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@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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