

Supply & Demand Planner (1 year contract)

Job ID

REQ-10049345

May 08, 2025

South Korea

Summary

- Manage Overall Supply Chain and Customs Clearance Process
- Responsible for Demand Forecast, Supply plan, Inventory management to support business
- Responsible for developing, maintaining SCM process in compliant way
- Internal control and implement system for effective SCM operation

About the Role

Major accountabilities:

[S&BP Management]

- Lead Sales & Business Planning (S&BP) process in line with Local and Global SC guidance
- Manage Product life cycle and Demand for Forecast Accuracy, Inventory and In-market & SIT trend
- Execute Forecast validation with review of Financial outlook
- Provide the heads-up for potential stock-out and low stock level by inventory projection tool
- Coordinate with Commercial for consensus rolling forecast and ensure Demand updated correctly

[Supply & Demand Planning]

- Manage direct purchasing & Replenishment cycle from Demand Planning to Payment.
- Monitor order processing for Wholesaler and Distributors for internal and external movement
- Proactive communication with the Global & Regional SC and Production sites to ensure the supply
- Provide regular update about supply plan and availability of products to relevant stakeholder
- Conduct monthly/quarterly reports and produce various reports at business requirements

[Material Master Management]

- Update for TP & Standard costing and Manage material & Vendor Master where change required
- Perform NFCM PIN Control and other control related to direct purchase activity
- Update planning parameters based on business strategies, market demand and supply status, etc
- Identify the opportunities to optimize MOQ / EOQ and L/T to improve flexibility

[Inventory Management]

- Monitor and control inventory Movement to model & optimize inventory and MOC
- Minimize slower mover or Non mover, immediately start improvement action
- Project potential inventory risk from sales return and obsoleted in market
- Update IPT (Inventory Projection Tool) report to region and potential R&O
- Drive inventory strategy to minimize obsolete and slow-moving

[Import & Customs Clearance]

- Coordinate with Customs brokerage and 3rd Party Logistics
- Manage customs information updated and aligned with forwarders & customs brokerage
- Align with Global Customs & Trade Compliance to ensure no potential customs risks
- Ensure compliance in custom related regulations (Transfer pricing, FX transaction, Country of origin, HS Code, etc)

[SC KPI management]

- Ensure SCM KPI (HFA% / Bias%, Inventory, Launch, Write off, etc) in line with target set
- Execute Supply Chain initiative to deliver KPI with in-depth analysis for root cause
- Align with stakeholders to develop corrective action and process for continuous improvement

[Cross-functional Support with local / Region / Global]

- Global project related to SCM system
- Ensure reporting and follow up of all spontaneous adverse events (AE) and technical complaints according to respective SOP

Key Performance Indicators:

- CSL: Customer Service Level
- Forecast Accuracy / Bias
- Inventory & MOC
- Launch / Pruning
- Write-off
- Timeliness & quality of reporting to internal stakeholders & region
- Operating and effective internal controls, timely completion of self-assessments, satisfactory audit results

Minimum Requirements:

- Minimum 3~5 years of experience in Supply Chain, especially Supply & Demand planning
- English communication skill (Verbal, Written)
- SAP experiences (MM preferred)
- Project Experiences preferred

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

South Korea

Site

Seoul

Company / Legal Entity

KR01 (FCRS = KR001) Novartis Korea Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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