

Warehouse & Distribution Coordinator

Job ID

REQ-10075567

May 07, 2026

LOC_CO

About the Role

Key Responsibilities

- Coordinate and monitor warehouse and distribution operations to ensure continuity, compliance, and service performance.
- Act as the main escalation point for logistics partners, procurement, and internal stakeholders.
- Track and report warehouse, distribution, and customer service performance indicators on a monthly basis.
- Support daily operational decisions across warehousing, transportation, inventory, and customer service activities.
- Lead regular performance reviews with third-party providers and follow up on improvement actions.
- Ensure services are delivered in line with contractual agreements and agreed service levels.
- Contribute to continuous improvement initiatives that reduce risk and improve operational efficiency.
- Support digital transformation efforts that simplify processes and improve stakeholder experience.
- Ensure accurate documentation and compliance with quality, regulatory, and corporate guidelines.

Essential Requirements

- University degree in engineering, logistics, or logistics administration.
- Professional experience in operations management, logistics, supply chain, customer service, or process control.
- At least one to two years of experience in logistics or supply chain within a pharmaceutical or regulated environment.
- Working knowledge of quality and compliance requirements, including Good Practice standards, applied in daily operations.
- Fluency in Spanish and working proficiency in English for day-to-day coordination and reporting.

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse team 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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division
DIV_TO
Business Unit
Product Supply Chain
Location
LOC_CO
Site
Bogota (Pharmaceuticals / GDD / NTO / CTS)
Company / Legal Entity
CO01 (FCRS = CO001) Novartis de Colombia S.A
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Regular
Shift Work
No
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