

# Material Planner

Job ID

REQ-10084358

Jul 22, 2026

LOC\_TR

## About the Role

Major accountabilities:

- **Master Data:** Set up and perform complex local and global master data set up and establish process, guidelines, business matrix and SLA time lines in in GxP environment in adherence to Novartis compliance. Be Subject Matter Expert in the assigned area of work. Support data collection and reporting of KPIs.
- **Logistics, Warehouse and Distribution:** Responsible that all logistic processes are proceed in a timely, high quality, efficient and effective manner and in full compliance with all laws and supply chain management policies and procedures. Identify and drive continuous improvement projects.
- **Planning:** Ensure material availability in line with the approved production plan. Ensure daily MRP oversight for all BOM material, analysis of requirements and Purchase Orders management. Ensure management of daily MRP exception messages and appropriate follow up. Own, in ERP System, MRP relevant data and materials technical specifications and ensure no Purchase Orders are past due in the ERP System. Management of purchased item Complaints/Returns to supplier. Provide a load-balanced dispatch list for incoming materials to the warehouse and Quality department that ensures these activities are completed in line with the production needs. Control and follow-up of supplier's service level indicators: Quality OTIF, lead-time violation. Lead action plans to achieve supplier delivery performance targets and drive for continuous improvement.
- **Order Management:** Intercompany order fulfilment between customers and sites (including monitoring of order completions, change requests, invoice issuance). Provide guidance and system support for returns, rebates and credit/debit notes. Define and decide on priorities for physical deliveries in collaboration with other functions (e.g. LEX) for 3rd party customers and cross divisional supplies. Act as SPOC for escalation issues for assigned customers. Influencing and connecting relevant stakeholders to speed up (system) issue resolution.
- **Material Planner:** Ensure material availability in line with the approved site production plan. Follow up and ensure the accuracy of the material demand flow from NTO sites to hub. Ensure daily MRP oversight for all BOM material requirements from NTO sites within the hub, analysis of requirements and Purchase Orders overview. Ensure management of daily MRP exception messages and appropriate follow up. Own, in ERP System, MRP relevant data and materials technical specifications. Provide a load - balanced dispatch list for incoming materials to the warehouse and Quality department that ensures these activities are completed in line with the site needs. Responsible for controlling and ensuring the accurate material outbound planning from hub to sites with the right quantity and right time. Act as Single Point of Contact (SPOC) towards assigned NTO sites, participate regular meetings on site level, collect and provide information from Hub associates for all incoming materials and material types valid for the site. Responsible for ensuring close communication with site planners, hub associates and other relevant parties within the organization. Ensure achievement of key performance indicators and support achievement of NOSSCE KPIs. Support and drive inventory reduction projects. Lead action plans to achieve service level to internal manufacturing sites and drive for continuous improvement. Control and follow-up other related service level indicators. Executes operational buying activities where applicable.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key performance indicators:

- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes

- Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.
- On time, in full, delivery of the business basics – budgets, quality compliance etc.
- Customer Service Level (e.g. OTIF)

Minimum Requirements:

Work Experience:

- Experience in manufacturing related to supply chain function
- Operations Management and Execution

Skills:

- Data Analytics and Digital
- GMP knowledge
- HSE Knowledge
- Inventory Management
- Logistics and Transportation Management
- Master Data
- Operational Excellence
- Order Management
- Resilience and Risk Management
- SAP ERP
- Supply Chain Management
- Supply Planning
- Warehouse Management

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>

**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\_TR

Site

İstanbul Kurtköy

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

FCT\_TO

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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