

Supply Operations Specialist

Job ID

REQ-10085993

Sep 10, 2026

LOC_US

About the Role

Key Responsibilities

- Establish optimal supply plans to balance customer service, production capabilities, inventory levels, and operational costs.
- Manage timely order fulfillment and coordinate physical shipments with transportation and international trade partners.
- Maintain supply chain key performance indicators and support supplier performance management activities.
- Optimize material requirements planning and maintain planning and master data parameters for active products.
- Ensure order transparency, prioritization, and continuous supply while maintaining appropriate inventory levels.
- Collaborate with procurement, quality assurance, quality control, manufacturing science, and technical operations teams to support supply planning, validation, and development activities.
- Utilize SAP, business intelligence, and reporting tools to communicate supply performance, risks, and potential disruptions.
- Ensure compliance with Novartis policies, Good Manufacturing Practice requirements, transportation regulations, customs requirements, and supply continuity standards.
- Support supplier onboarding, material master data creation, change controls, corrective and preventive actions, and procedure updates.

Essential Requirements

- Bachelor's degree in Supply Chain, Business, Operations, Engineering, Life Sciences, or a related field.
- Minimum 2 to 3 years of experience in supply chain operations – both buying, planning, customer service, or pharmaceutical operations environment.
- Basic knowledge of supply chain and materials management principles, including purchasing, distribution, transportation, import and export, and working capital management.
- Experience using enterprise planning and resource management systems, including supply chain planning and purchasing tools, SAP preferred
- Strong understanding of GMPs and their application within a regulated pharmaceutical environment
- Effective communication and collaboration skills with the ability to work across multiple functions and external suppliers.

Desirable Requirements

- APICS Certified Supply Chain Professional certification.
- APICS Certified in Planning and Inventory Management certification.

The salary for this position is expected to range between \$98,700 and \$183,300 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other

leaves.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

Role Requirements

Division

DIV_TO

Business Unit

Production / Manufacturing

Location

LOC_US

Site

Morris Plains

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

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