NOVARTIS

Logistics Planning Specialist

Job ID
REQ-10084479
Oct 11, 2026
LOC_CN

About the Role

Key activities

- Batch build-up in system. Build accurate, complete, and timely batch plans in the system for production. Optimize logistics options, validate against master data, manage last-minute requests or adjustments, and handle individual CDMO orders as required.
- Courier booking and coordination. Book and confirm courier services, send pre-alerts and shipping documents, verify capacity, track handover to the courier, and ensure a GPS device is available and active for each shipment.
- Documentation preparation. Prepare and verify all required documentation, including the Dangerous Goods Declaration (DGD), Air Waybill (AWB), Bill of Lading (BOL), Pro forma Invoice (PI), etc. Ensure accuracy and compliance with applicable transport regulations such as DOT and IATA.
- Stakeholder coordination. Keep manufacturing sites, couriers, and internal teams informed through clear handoffs, proactive status updates, and timely escalations.
- Issue and disruption management. Identify potential risks early, execute mitigation protocols, trigger playbooks, and coordinate recovery actions with clear communication and timely updates.

Key Performance Indicators (flexible, outcome-based)

- On-time readiness. Shipments planned, booked, and documented before pick-up cut-offs.
- Right-first-time documentation. Zero rate of rejections due to documentation or data errors.
- Delivery reliability. Demonstrated contributions to preventing or recovering from potential delays.
- Data quality. Zero data discrepancies through proactive validation and correction.
- Risk response effectiveness. Timely and coordinated actions taken during incidents, with clear communication and follow-up.

Key Skills

- Communication and stakeholder management. Clear verbal and written updates with couriers, manufacturing sites, supply chain teams, and leadership.
- Time management and adaptability. Prioritize multiple shipments and adjust to changing cut-offs, processes, and tools.
- Attention to detail. High accuracy in documentation and data entry, ensuring compliance and right-first-time execution.
- Data literacy and problem solving. Interpret and manage data to identify risks, maintain accuracy, and support decision making.
- Dangerous Goods compliance. Knowledge of Class 7 handling, and documentation requirements.
- Logistics systems and documentation. Proficiency with order management and shipment tracking tools, and accurate preparation of DGD, AWB, BOL, and PI.
- Collaboration and teamwork. Work effectively across functions and with external partners to keep operations coordinated and on time.
- Nice to have: Current DOT (49 CFR) and IATA DGR certifications; Power Query proficiency.

Work Experience:

- 2-3 years of experience in manufacturing related to supply chain function

Languages:

- English.

Role Requirements

Division
DIV_TO
Business Unit
Production / Manufacturing
Location
LOC_CN
Site
Haiyan (Zhejiang Province)
Company / Legal Entity
CN27 (FCRS = CN027) Novartis Pharmaceutical Technology Zhejiang Co., Ltd.
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
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