

Material Coordinator

Job ID

REQ-10069282

Mar 31, 2026

LOC_MY

About the Role

Major accountabilities:

- Ensure CMO material availability in line with the approved site production plan
- Ensure daily MRP oversight for CMO BOM material requirements, analysis of requirements and Purchase Orders overview.
- Provide inventory projection for CMO material, monitor short-expiry materials and provide timely action reports.
- Provide material availability assessment for new CMO products
- Provide right material master information for new CMO materials to NOCC for master data maintenance.
- Collaborate with procurement to establish the purchase process of new material for new CMO products.
- Provide inbound delivery projection for CMO materials
- Provide prompt and accurate updates to customers on CMO material readiness.
- Coordinate with local internal and external stakeholders for support needed from GOC.
- Communicate proactively on deviations, delays, supply chain challenges and mitigation plans.
- Support audits for topics related to materials.
- Participate in change control and deviation management for topics related to material.
- Ensure achievement of key performance indicators: Inventory, financial savings and support achievement of NOSSCE KPIs.

Key performance indicators:

- On time delivery of CMO material
- Achieve inventory target for CMO material
- Savings on reduced material spend
- CMO material master data accuracy

Minimum Requirements:

Work Experience:

- Min 5 years experience in pharmaceutical operations and/or supply chain practices, SAP SCM modules/transaction.
- Independent, team player, task oriented and result-driven.
- Good knowledge of MS Excel, MS Word, MS Power-point, PowerBI.
- Experience working in GMP environment is an added advantage.

Skills:

- Business Networking.
- Business Scenario Planning
- Change Control.
- Deviation.
- Continual Improvement Process.
- Efficiency.
- Flexibility.
- General Hse Knowledge.
- Including Gdp.
- Inventory Management.

- Knowledge Of Gmp.
- Operations.
- Order Fulfillment.
- Order Management.
- Procurement.
- Product Distribution.
- Risk Management.
- Supply Chain.
- Supply Chain Planning.
- Supply Planning.
- Supply-Chain 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

General Management

Location

LOC_MY

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10069282

Material Coordinator

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10069282-material-coordinator>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10069282-material-coordinator>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Material-Coordinator_REQ-10069282-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/Material-Coordinator_REQ-10069282-1