

Material Buyer/Planner

Job ID

REQ-10074853

Apr 16, 2026

LOC_US

About the Role

Key Responsibilities:

- Develop and maintain material requirements plans based on forecasts, production schedules, and usage trends.
- Convert production needs into accurate purchase requisitions and purchase orders.
- Adjust material plans as demand, lead times, or production priorities shift.
- Manage suppliers to ensure quality, on-time delivery, and responsive issue resolution.
- Track purchase orders, pricing, quantities, and delivery accuracy.
- Maintain optimal inventory levels while minimizing risk of obsolescence.
- Monitor safety stock, reorder points, and lead times, adjusting as needed.
- Partner cross-functionally to meet Good Manufacturing Practice and regulatory requirements.
- Ensure accurate, compliant documentation in enterprise planning systems.

Essential Requirements:

- Bachelor's degree, preferably in a supply chain–related field.
- 3+ years of relevant experience in material planning, purchasing, or supply chain roles.
- Experience working in pharmaceutical, biotechnology, or other Good Manufacturing Practice–regulated environments.
- Proficiency with Enterprise Resource Planning (ERP) and Material Requirements Planning (MRP) systems, including SAP and Microsoft Dynamics.
- Strong written and verbal communication skills.
- Ability to maintain accurate data and documentation in compliance with company and regulatory standards.

Novartis Compensation Summary:

The salary for this position is expected to range between \$85,400 and \$158,600 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 generous time-off package including vacation, personal days, holidays, and other leaves.

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_US
Site
Indianapolis
Company / Legal Entity
U469 (FCRS = US469) AAA USA Inc.
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Regular
Shift Work
No
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