

# Warehouse & Logistics Lead

Job ID

REQ-10076712

Apr 27, 2026

LOC\_CN

## About the Role

### Main Responsibility

Line responsibility and conduct daily operations and walk-throughs, ensuring strict adherence to HSE, GxP, Quality, and Compliance protocols.

- Develop, implement, and optimize warehouse management procedures (incoming, storage, inventory, outgoing) to ensure compliance with GMP standards.
- Manage specialized storage areas, including hazardous materials, radioactive finished/raw materials, and radiation source rooms, ensuring classified storage, safety inspections, and compliance with public security/HSE requirements.
- Supervise the 6S program to maintain a safe, tidy, and organized working environment.
- Oversee the archiving process in accordance with overall guidelines and GMP, legal, and financial requirements.
- Perform short and medium-term resource planning for staff, including daily balancing based on customer orders and planning forecast.
- Coordinate effectively with internal units (Production, Planning, Procurement, QA) and external service providers to ensure smooth material and FG supply.
- Establish work priorities, assist in problem resolution, and manage the escalation process for unforeseen events.
- Monitor inventory levels in real-time, conducting regular cycle counts and annual stock takes to ensure accuracy between system records and physical stock.
- Manage warehouse master data and execute system transactions proficiently in WMS (e.g., SAP, decay software), including Goods Receipt (GR) and Goods Issue.
- Handle returned products from customers and complete all related documentation.
- Coordinate with the China Logistics team and providers to ensure the smooth domestic distribution of finished products.
- Prepare all shipping documents (packing lists, delivery notes, labels) and execute the goods issue process in the system.
- Support the operation of the GSP warehouse to ensure compliance and reliability for market-specific products.
- Regularly generate and report on KPIs (inventory analysis, inbound/outbound efficiency, logistics costs) to support supply chain decision-making.
- Lead local initiatives and participate in global/local projects to optimize warehouse operations and processes.
- Report and lead for investigation for operational issues, deviations, and emergencies (e.g., temperature excursions) to relevant functions in a timely manner.
- Manage the application and supervision of hazardous waste destruction.
- Support material / goods delivery to RLT Haiyan Site on time with well accommodation including goods importation, transportation, relevant customs authority affairs.
- Track logistics status, coordinate with freight forwarders/carriers/airlines to ensure material arrival timely.

### 主要职责

- 承担一线责任，执行日常运营及巡查工作，确保严格遵守HSE、GxP、质量及合规要求。
- 制定、实施并优化仓库管理流程（接收、储存、盘点、出库等），确保符合GMP标准。
- 管理特殊储存区域（含危险品、放射性成品/原料及放射源室），确保分类存储、安全检查及符合公安/HSE要求。
- 监督6S管理制度在仓库的执行，维持安全整洁的工作环境。

- 依据整体规范及GMP、法律、财务要求监督文件归档/存档流程。
  - 执行人员短中长期资源规划，包括基于客户订单与预测的日常调配平衡。
  - 高效协调工厂内部部门（生产、计划、采购、质保）及外部服务商，保障物料与成品供应顺畅。
  - 确立工作优先级，协助解决问题，管理突发事件的升级处理流程。
  - 实时监控库存水平，定期开展循环盘点/年度盘查，确保系统记录与实物库存一致性。
  - 管理仓库主数据，熟练执行WMS系统（如SAP、Decay软件）交易操作，包括收货（GR）与发货流程。
  - 处理客户退货并完成所有相关文件。
  - 协调中国物流团队及供应商，确保成品国内配送顺畅。
  - 准备所有运输文件（装箱单、送货单、标签）并在系统中执行发货流程。
  - 支持GSP仓库运营，确保特定市场产品的合规性与可靠性。
  - 定期生成并汇报关键绩效指标（库存分析、进出库效率、物流成本），为供应链决策提供支持。
  - 参与全球/本地项目，优化仓库运营与流程。
  - 及时向相关部门报告并主导调查运营问题、偏差及紧急事件（如温度超限）。
  - 管理危险废物销毁的申请与监督工作。
- 支持货物/物料按时交付至RLT海盐工厂，包括货物进口、运输及与相关海关部门的协调事宜。
  - 跟踪物流运输状态，协调货代/船公司/航空公司确保货物按时到港/到厂。

## Leadership and people management

- Develop trusting and respectful relationships with staff as well as service providers.
- Cascading strategic objectives of warehouse and team into detailed objectives and action plans.
- Develop and implement a robust development and succession plan within own area of responsibility in collaboration with P&O as well as the Manager.
- Ensure definition and implementation of training plans to meet GxP, Quality, Compliance and HSE requirements for each employee in collaboration with T&L organization.
- Actively promote cooperation between team members and the various internal and external departments.
- 与员工及服务供应商建立互信互敬的关系。
- 将仓库及团队战略目标分解为具体目标与行动计划。
- 协同人力资源部及经理，在职责范围内制定并实施完善的培养与继任计划。
- 协同培训与学习部门，确保制定并实施满足GxP、质量、合规及HSE要求的员工培训计划。
- 积极促进团队成员与内部外部各部门之间的协作。

## HSE and Quality

- Guarantee the conformity of the warehouse activities with regard to GMP and HSE rules, Novartis quality/safety policies, and the standards and quality/safety procedures.
- Ensure overall inspection readiness for area of responsibility.
- Guarantee the effectiveness of the Business Continuity Plan in the area of responsibility.
- Be responsible for the implementation, compliance and governance of the practices explicitly defined in their role by the "Novartis Manufacturing Manual".
- Handling of radioactive materials/ products/ wastes and controlled substances or dangerous goods according to SOP.
- 确保仓库活动符合GMP和HSE规则、诺华质量/安全政策以及相关标准和质量/安全程序。
- 确保责任区域检查准备就绪。
- 保障责任区域业务连续性计划的有效性。
- 负责执行《诺华生产手册》中明确规定的职责规范，确保合规性与有效性。
- 根据标准操作规程处理放射性材料/产品/废物、受控物质及危险化学品。

## Continuous improvement

- Apply continuous improvement programs using tools and processes defined for the site.
- Identify and execute process improvement projects and ensure sustainability of performance.
- Ensure progress and sustainability of results achieved.
- 运用工厂/公司定义的工具和流程实施持续改进计划。
- 识别并执行流程改进项目，确保绩效的可持续性。
- 确保项目进展与可持续性。

## Relevant Experience

- Minimum 10 years warehouse and logistic management experience in biopharmaceutical/pharma/medical device industries in a GMP environment.

10年制药/医药/医疗器械行业仓库及物流管理相关经验。

- Familiar with GMP/GDP/GSP regulations; with GMP auditing experience are preferred.

熟悉GMP/GDP/GSP法规要求；有GMP审计经验者优先。

## Education & Qualification

- Bachelor's degree or above, preferred in Logistics Management, Supply Chain Management, Pharmacy/Biotechnology, etc.
- 本科及以上，物流管理、供应链管理、医药/生物工程等相关专业优先；

## Languages

Fluent in English and proficient in local language.英语和中文流利。

## Competencies

- Team player with strong leadership and ability to foster collaborators engagement.
- Objective Setting and Performance Management, Lean Management.
- Change management, adaptability, ability to work under pressure.
- Proven experience with quality and compliance in an organization.
- Quality & Safety Focus.
- Processes & Products Knowledge.
- Good working knowledge of regulatory requirements across multiple health authorities.
- Good working knowledge of ERP systems (SAP, or other applicable systems).
- 具备团队合作精神，拥有卓越领导力，善于激发协作者的积极性。
- 精通目标设定与绩效管理、精益管理。
- 具备变革管理能力，适应性强，能在高压环境下高效工作。
- 在组织内拥有质量与合规管理的成功经验。
- 注重质量与安全。
- 精通流程与产品知识。
- 熟知多个卫生监管机构的法规要求。
- 精通ERP系统（SAP或其他适用系统）。

## 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\_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

Regular

Shift Work

No

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