

Expert- Drug Supply (External Mfg. Supply chain)

Job ID

REQ-10079804

Jun 04, 2026

LOC_IN

About the Role

Key Responsibilities

- Manage PHAD third-party procure-to-pay activities and inventory management processes in SAP, including reconciliation with Contract Manufacturing Organizations.
- Coordinate with the Accounts Payable team for vendor invoice processing, payment tracking, and issue resolution.
- Manage non-PO invoice processing and deviation handling for third-party vendors. Support vendor Ariba portal integration and activation in collaboration with the Novartis IT team.
- Track vendor invoice management through the Ariba Network and support offline/manual invoice booking through the helpdesk process.
- Support procurement and Purchase Order management activities in AGB and SAP S/4HANA. Manage Contract Manufacturing Organization virtual warehouse activities in SAP S/4HANA.
- Apply basic knowledge of taxation, fund flow, and import license requirements for external manufacturing and procurement-related processes.
- Perform Goods Receipt posting in SAP for external Drug Product and Placebo Product batches. Cross-check component consumption in SAP based on CMO consumption sheets against Novartis SAP Purchase Orders.
- Coordinate with TRD Master Data Management teams and SAP Super Users for corrections, updates, and issue resolution. Support internal and external inspections, audits, and compliance reviews.
- Actively contributes to the creation, revision, and update of Standard Operating Procedures related to SAP, supply chain, inventory, and procurement activities.
- Support process improvement initiatives related to SAP, procurement, batch traceability, and inventory management. Manage SAP material creation activities and support vendor master data management.

Essential Requirements

- Degree in Science, Commerce, Engineering, Business Administration, Supply Chain Management, or an equivalent discipline.
- Minimum 8–10 years of experience in the pharmaceutical industry, preferably in supply chain, procurement, external manufacturing, inventory management, or SAP-based operations.
- Strong understanding of pharmaceutical supply chain processes, GMP environment, batch traceability, procurement, inventory management, and external manufacturing operations.
- Fluent in English, both written and spoken. Strong coordination, communication, and stakeholder management skills.
- Collaborative mindset with the ability to work effectively in cross-functional and global teams. Self-driven attitude with a high level of ownership, accountability, and learning agility.

Desirable Requirements

- Hands-on expertise or strong working knowledge of systems such as SAP S/4HANA, SAP Ariba, Kinaxis, and other supply chain planning or procurement platforms. Experience in SAP-based procurement, inventory management, subcontracting Purchase Requisitions and Purchase Orders, Goods Receipt, and P2P deviations management.
- Experience working with Contract Manufacturing Organizations or third-party manufacturing sites, P2P, taxation and fund flow. Understanding of compliance requirements such as GxP, SOX, ISEC, data integrity, and quality documentation standards.

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_GD

Business Unit

Development

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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