

W&D Supervisor

Job ID

REQ-10079303

Jun 08, 2026

LOC_KR

About the Role

Major accountabilities:

Warehousing & Distribution Management

- Monitoring Goods receiving ensuring goods delivered in good condition
- Manage 3rd party service provider for warehousing and distribution activities
- Supervision of 3rd party logistics service provider operations and service level
- Physical inventory management and cycle count and annual stock take
- Physical inventory reconciliation of 3rd party logistics service provider and Novartis.
- Manage Physical destruction and organize write-off planning
- Supervise physical handling of incoming trade goods and ensure the system is properly updated.
- Build cross functional collaboration and external stake holder management
- Inventory management and reporting including cycle count and annual stock take
- Keep track of stock levels using SAP systems and ensuring correct storage of stock
- Support bonded warehouse & distribution service level and quality and logistic costs requirements.
- Ensure the audits and compliance to Novartis standard and local regulatory requirements.
- Follow up on results and take actions for audit improvements with others team
- Support review warehouse performance against operational KPI and identify room for improvement / take relevant actions to improve results as necessary.
- Manage documents and reports in compliance with Novartis policies.
- Drive the optimization and reduction of warehousing and distribution cost in line with productivity targets
- Identify the opportunities to improve the operational performance and process
- Ensure reporting and follow up of all spontaneous adverse events (AE) and technical complaints for all Novartis products according to respective SOP

Customs / Inbound Management

- Work with assigned forwarders & customs brokers for inbound transportation.
- Manage Logistics of incoming shipments and coordination
- Ensure compliance in custom related regulations (place of origin, HS Code etc)

Cross-functional Support with local / Region / Global

- Initiate Cost Reduction Campaign in alignment to regional & global initiatives
- Global project related to SCM system
- Cooperate with the Global / Region W&D for projects and implementation

Key performance indicators:

- Inventory accuracy
- 3PL Service Level Management
- Timely report of temperature control
- Physical counting accuracy
- Supplier's performance report

- Manage Document

Requirements:

Work Experience:

Functional Expertise:

- Good understanding of Supply chain flow of finished goods
- Excellent MS-Office skill (Excel, Presentation, etc)
- Knowledge of ERP including SAP
- Process oriented and data driven decision making
- Good communication skill
- Structured and well organized with analytical skills
- Result oriented, willingness to change, innovative and proactive

Preferred Experience:

- Experience in Supply Chain, or Warehousing operation in pharmaceutical field
- Project management (LEAN, Process improvement, RFQ, etc)
- Good working knowledge of SAP

Education / Language / Experience

- Education: Bachelor's degree
- Languages: Understand written English, prefer good skill of speaking English
- Work in Anseong approximately 2–3 days per week as needed

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_KR

Site

Seoul

Company / Legal Entity

KR01 (FCRS = KR001) Novartis Korea Limited

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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