

Process Documentation Specialist

Job ID

REQ-10082729

Jul 02, 2026

LOC_TR

About the Role

Major accountabilities:

- SAP S4HANA Key User
- Product/Process Routing updates in SAP S4HANA system.
- BOM Creation, Update/ Revision, Control & Follow-up
- SAP order release timely, confirmation, TECO
- RoA routing accuracy check and reporting
- Responsible for batch record template review process; SOP reviews and revisions, batch record review
- MES batch record revisions for basic revisions
- Material consumptions and variance check and reporting for process orders
- Support process team lead for technical batch release for manufacturing; SOP periodic reviews and revisions
- Perform training where relevant and ensure readiness for documentation systems, forms and SOPs in shopfloor
- Perform controlled issuance and reconciliation of forms in CIRF system

Minimum Requirements:

Work Experience:

- Operations Management and Execution

Skills:

- Data Analytics
- Digital skills
- General HSE Knowledge
- GMP Knowledge
- Process excellence
- Resilience

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

Production / Manufacturing

Location

LOC_TR

Site

İstanbul Kurtköy

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10082729

Process Documentation Specialist

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10082729-process-documentation-specialist>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10082729-process-documentation-specialist>
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/stanbul-Kurtky/Process-Documentation-Specialist_REQ-10082729-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/stanbul-Kurtky/Process-Documentation-Specialist_REQ-10082729-1