

Warehouse Process Expert

Job ID

REQ-10086957

Sep 29, 2026

LOC_SG

About the Role

Major accountabilities:

- Ensure HSE, cGMP and GDP compliance across warehouse operations, including documentation, training, housekeeping, deviation/CAPA closure and risk management.
- Lead receiving, verification, labelling and put-away activities, ensuring accurate and timely SAP Goods Receipt transactions and correct material storage.
- Execute process orders, transfer orders and material issuance accurately and on schedule, including picking and transferring to Production Units in accordance with approved SOPs.
- Coordinate raw material sampling and sample shipments with Quality Control departments and laboratories and external service providers.
- Maintain inventory accuracy, traceability and control through cycle counts, stock-taking, discrepancy resolution, financial controls adherence, external warehouse reconciliation and reporting.
- Support audit readiness and stakeholder coordination, including pre-audit walk-downs, challenge sessions.
- Ensure safe, GMP-compliant drug substance handling and cold-chain shipping across receiving and distribution activities.
- Drive continuous improvement and business continuity through continuous improvement and simplification implementation, contractor engagement and hands-on operational support when required.

Essential Requirements:

- Degree in Business, Supply Chain Management, Logistics, Warehousing or a related field.
- Minimum 5 years of experience in logistics, warehouse management or distribution, preferably in medical device, pharmaceutical, biopharmaceutical or other cGMP-regulated environments, and managing a sizeable group of warehouse operators or contractors.
- Good understanding of SAP or supply chain management systems is an advantage including working knowledge of SAP warehouse management modules such as WM and MM.
- Good understanding of quality requirements in the Pharma / Biopharma industry, including cGMP expectations.
- Fluent written and spoken English.

Desirable Requirements:

- Action-oriented mindset with strong execution discipline and the ability to coordinate across functions.
- High agility and comfort working in a changing environment.
- Strong stakeholder management skills, with the ability to build effective relationships with internal partners and external service providers.

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Role Requirements

Division

DIV_TO

Business Unit
Product Supply Chain
Location
LOC_SG
Site
Tuas South Avenue
Company / Legal Entity
SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Regular
Shift Work
No
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