

Spare Part Coordinator (m/f/d)

Job ID
REQ-10070282
апр 15, 2026
Нидерланды

Сводка

#LI-Onsite
Location: Baarle Nassau, Netherlands

Join our team as a Spare Parts Coordinator and help keep our operations running safely, reliably, and efficiently. In this role, you'll ensure all equipment spare parts meet required standards to support dependable performance across IDB production cells and surrounding utilities. You'll also play a key part in deploying our Computerized Maintenance Management System (CMMS) and ensuring all spare parts and related processes are managed in full GMP compliance. In addition, you'll own the end-to-end spare parts purchasing process, helping maintain availability, control, and readiness across the site.

About the Role

Key Responsibilities

- Own and maintain site procedures for spare parts management (GMP-compliant)
- Order, receive, register, and store spare parts using correct packaging and location controls (physical + CMMS)
- Perform incoming inspections and define/maintain inspection protocols
- Conduct spare-part criticality assessments and build maintenance/intervention part kits (preventive + corrective)
- Create new spare-part locations and maintain accurate CMMS master data and records/archiving
- Manage the purchasing workflow: create Engineering POs, follow approvals, and process invoices after receipt
- Support Engineering activities by preparing parts/packages, coordinating suppliers/contractors, and onboarding suppliers
- Provide 3D-printed parts on Engineering request (design and printing)

Essential Requirements

- Education: MBO or HBO degree in an Engineering-related field
- Language: Fluent in English (spoken and written)
- Experience: 3+ years' experience in a GMP environment (pharmaceutical and/or isotope manufacturing preferred)
- Safety & ways of working: Strong safety mindset; organized and structured approach, working to protocols and standards
- CMMS: Experience as a key user of a Computerized Maintenance Management System
- Quality mindset: High attention to detail; able to view processes from both end-user and engineering perspectives
- Technical capability: Strong technical knowledge, including the ability to assess spare-part criticality

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>

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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.

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Дивизион
Operations
Business Unit
Production / Manufacturing
Место
Нидерланды
Сайт
Baarle Nassau
Company / Legal Entity
NL42 (FCRS = NL042) IDB Holland BV
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work

No

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