

Associate Analyst - Master Data Management

Job ID
REQ-10076125
Июн. 24, 2026
Индия

Сводка

-Responsible as a specialist for warehouse logistics whilst meeting Pharmaceutical Regulatory and Corporate Guidelines.

About the Role

Major accountabilities:

- Master Data: Master Data Analyst is first point of contact to requestors for review, challenge and communicate with the requestor to ensure the correctness of the material/customer/vendor attributes. After all attributes have been reviewed and validated, the creation is executed. Execute monthly report for checking and validating that the changes performed (material, customer, vendor) are of good quality and well documented and traceable. Supports as well some projects with relation to the material, customer and vendor.
- Logistics, Warehouse and Distribution: Monitor warehouse KPIs and creates reports. Ensures the shipping according with the received orders. Supports the warehouse manager.
- Planning: manages and handles the inbound/outbound of materials/products. Updates the SAP database.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key performance indicators:

- Documentation according to our SOPs, On time in full production Supply

Minimum Requirements:

Work Experience:

- Experience in manufacturing related to supply chain function
- Operations Management and Execution

Skills:

- GMP knowledge
- HSE Knowledge
- Logistics and Transportation Management
- Master Data
- Operational Excellence
- SAP ERP
- Supply Chain Management
- Supply Planning
- Warehouse Management

Languages:

- English.

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<https://www.novartis.com/about/strategy/people-and-culture>

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[Read our handbook \(PDF 30 MB\)](#)

Дивизион

Operations

Business Unit

Production / Manufacturing

Место

Индия

Сайт

Telangana

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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