

Buyer (Direct)

Job ID
REQ-10080796
Июн. 16, 2026
Мексика

Сводка

The Buyer Planner II plays a pivotal role in keeping operations running smoothly. This position oversees the entire journey of inventory materials - from the moment an order is placed to time of delivery, ensuring precision and timeliness every step of the way. Beyond tracking, this role drives innovation by sourcing new materials that power our manufacturing and lab activities, including identifying and partnering with the right suppliers to keep us ahead of the curve.

About the Role

Key Responsibilities:

- Perform periodic review of supplier performance and work with his/her manager to alleviate any supplier issues. Periodic review may require setting reoccurring meetings with key suppliers.
- Support the Process Science Team by attending weekly production meetings, forecasting material needs and coordinating with the warehouse to ensure materials are available for scheduled production.
- Track all raw materials from time of purchase to time of receipt.
- Maintain data within the ERP system.
- Attend/host regular meetings with suppliers to review open orders/supplier performance.
- Accountable for maintaining inventory at planned levels.
- Works with manufacturing and lab teams to identify and source new raw materials.
- Maintain and update the Item Master as requested.
- Create and report key performance metrics related to purchasing and inventory management.
- Identifies and sets-up new suppliers through the Supplier Quality Management process.
- Work closely with Strategic Procurement to negotiate supply agreements and long-term purchase agreements.
- Forecast/Plan material needs to support manufacturing.
- Assist Warehouse team with any incoming receipt issues.
- Other related duties as assigned.

Essential Requirements:

- B.S. degree in supply chain, engineering, science, business or related degree or an equivalent combination of education and related experience.
- 2 years of supply chain or buyer/planner experience preferred.
- Pharmaceutical industry experience preferred.
- Must be able to operate with limited supervision and exercise proper judgment.
- Strong communication and organizational skills, detail oriented.
- Proficient in MS Office suite of products.

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Дивизион
Operations
Business Unit
Product Supply Chain
Место
Мексика
Сайт
INSURGENTES
Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

Accessibility and accommodation

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