

# Process Documentation Specialist

Job ID  
REQ-10082729  
июл 02, 2026  
Турция  
Available in: English

## Сводка

Responsible for managing and maintaining manufacturing master data and documentation processes, including product/process routing updates, BOM creation and revision control, SAP S/4HANA key user activities, process order release and closure (TECO), and routing accuracy reporting. Oversees batch record template reviews, SOP revisions, MES batch record updates, material consumption and variance analysis, and supports technical batch release activities. Ensures documentation compliance through training delivery, readiness of shopfloor documentation systems, forms and SOPs, and manages the controlled issuance and reconciliation of forms within the CIRF system.

## 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

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Дивизион  
Operations  
Business Unit  
Production / Manufacturing  
Место  
Турция  
Сайт  
İstanbul Kurtköy  
Company / Legal Entity  
TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.  
Functional Area  
Technical Operations

Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
Shift Work  
No

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