

## Supply Chain Executive

Job ID  
REQ-10038145

1月 27, 2025

Malaysia

### 摘要

The Supply Chain Executive is responsible to manage logistic & operation functions effectively, predominantly being inventory management, sales administration and billing, customer service and custom & trade compliance.

### About the Role

Your Responsibilities:

Your responsibilities include, but not limited to:

- Perform daily sales & inventory upload in SAP.

- Manage inventory branch transfer & Brunei replenishment to ensure optimum stock level are maintained. Responsible that all logistic processes are proceed in a timely, high quality, efficient and effective manner and in full compliance with all laws and supply chain management policies and procedures.
- Perform sales invoicing, reconciliation & reporting and ensure master data completeness for the invoicing.
- Execute Novartis Financial Control Matrix sample testing.
- Process and submit supply chain expenses & payment request to Finance and work with suppliers on any dispute or discrepancies.
- Conduct quarterly monthly write-off verification in 3PL & Bumi Agent, along with reconciliation.
- Prepare monthly warehouse & distribution scorecard for submission to Global NTO.
- Custom duties and penalties reporting to NOCC Tax and Global CTC.
- Manage shipment documentation and clearance for finished goods & MAP, shipment to Brunei and coordinate the delivery to 3PL with custom broker. Collaborate with DRA, Medical Advisor & custom broker on all regulatory requirements for importation.
- Ensure governance on custom broker activities to comply with Global CTC guidelines.
- Identify and drive continuous improvement projects.
- Be Subject Matter Expert in the assigned area of work -Support data collection and reporting of KPIs.
- Other duties as and when assigned.

#### Key performance indicators:

- Inventory Management, Gap Analysis, Cost Efficiency and efficiency of supply processes -Standard Master Data KPIs e.g. Completeness, Consistency and Accuracy.
- On time, in full, delivery of the business basics - budgets, quality compliance etc. -Customer Service Level (e.g. OTIF)

#### What you ' ll bring to the role:

##### Work Experience:

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.

##### Skills:

- Bom (Bill Of Materials).
- Business Networking.
- Business Scenario Planning .
- Change Control.
- Efficiency.
- Erp Systems.
- Flexibility.
- General Hse Knowledge.
- Including Gdp.
- Inventory Management.
- Knowledge Of Gmp.

- Master Data.
- Material Requirements Planning (Mrp).
- Order Management.
- Product Distribution.
- Risk Management.
- Scheduler.
- Supply Chain.
- Supply Management.
- Supply Planning.
- Supply-Chain Management.
- Transportation.
- Warehouse Management.

Languages :

- English.

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部门

Operations

Business Unit

Innovative Medicines

地点

Malaysia

站点

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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