

## SCM Material Planner (RLT)

Job ID  
REQ-10065694

10月 28, 2025

Japan

### 摘要

このポジションでは、生産計画に基づき、ノバルティスの海外エンティティと調達時期や数量について戦略的に交渉し、患者さんに必要な医薬品をタイムリーに届けるという重要な役割を担います。あなたの判断と調整力が、グローバルなサプライチェーンの要となり、治療の継続性を守るインパクトを生み出します。チームは協力的でオープンな雰囲気があり、互いに支え合いながら課題に取り組む文化が根付いています。ノバルティスの「患者さんのために科学の限界に挑む」というミッションと深く結びついたこの仕事は、単なるオペレーションではなく、命をつなぐ責任ある挑戦です。

Your negotiation skills can help ensure life-saving medicines reach patients on time.

As a Material Planner at Novartis, you will play a critical role in aligning procurement strategies with production plans by negotiating supply timelines and quantities with our global entities. Your decisions will directly impact the stability of our supply chain and the timely delivery of treatments to those who need them most. You'll be part of a collaborative and inclusive team that values open communication, mutual support, and continuous improvement. This role is deeply connected to Novartis' mission to reimagine medicine and push the boundaries of science for the benefit of patients worldwide—making your work not just operational, but truly meaningful.

## About the Role

### Key Responsibilities:

- 資材の購買調達プロセスの推進と戦略的な運用
- 在庫ポリシーと出荷入荷管理(バルクおよび資材等の調達確保)
- Dailyでの例外対応案件管理と必要なフォローアップの実施
- MRPデータ管理と適切なフォローアップの実施とトラック
- 倉庫/品質部門に入荷される材料のDispatch listの作成と提供
- オーダーマネジメント、fulfillment (注文完了、変更要求、請求書発行など)のトラック
- ロジスティックプロセスがタイムリー、高品質、効率的かつ効果的な方法で進行すること
- 法律、コンプライアンスおよびサプライチェーン管理ポリシーと手順に完全に準拠すること
- 担当職務エリアのSingle-Point-Of-Contactとしてエスカレーション事項に対応する
- 関連する利害関係者と連携して、業務システムやプロセスの問題解決を進める
- Promote and strategically operate the material purchasing and procurement process.
- Manage inventory policies and shipping/receiving (securing procurement of bulk and materials).
- Manage exception handling cases on a daily basis and follow up as necessary.
- Manage MRP data and perform appropriate follow-ups and tracking.
- Create and provide dispatch lists for materials received by the warehouse/quality department.
- Track order management and fulfillment (order completion, change requests, invoice issuance, etc.)
- Ensure that the logistics processes proceed in a timely, high-quality, efficient, and effective manner.
- Fully comply with laws, compliance, and supply chain management policies and procedures.
- Act as the Single-Point-Of-Contact for escalation matters in the assigned job area.
- Collaborate with relevant stakeholders to resolve issues with business systems and processes.

### Requirements:

- 3年以上の生産計画/サプライチェーン領域におけるスケジューラー/マテリアルプランナーの経験
- ネイティブレベルの日本語読解能力
- ビジネスレベルの英語力(業務メールの60%は英語のもの、会議の20%は英語)
- 製薬企業での経験(GMP知識) 尚可
- サプライチェーン以外の領域(営業、製造、品質)の職務経験尚可
- ERPシステムで調達/生産計画(当社はSAP)経験尚可
- More than 3 years experience as a scheduler/material planner in the production planning/supply chain field.
- Native-level Japanese (reading comprehension) ability.
- Business-level English proficiency (60% of business emails are in English, and 20% of meetings are in English).
- Experience in the pharmaceutical industry (GMP knowledge) is preferred.
- Experience in areas other than supply chain (sales, manufacturing, quality) is preferred.
- Experience with ERP systems for procurement/production planning (our company uses SAP)

is preferred.

## Be aware of fake job advertisements and job offers

Novartis is aware of employment scams which make false use of our company name or leader's names to defraud job seekers. Novartis does not make job offers without interview and never asks candidates for money.

All our current job openings are displayed [here](#). If you have encountered a job posting or been approached with a job offer that you suspect may be fraudulent, we strongly recommend you do not respond, send money or personal information.

## 偽の求人広告や採用オファーにご注意ください

ノバルティスでは、当社名や幹部の名前を不正に使用して求職者をだます「採用詐欺」が発生していることを認識しています。

ノバルティスでは、面接なしに採用オファーを出すことはなく、候補者に金銭を要求することも決してありません。

現在の求人情報はすべて[こちら](#)

に掲載されています。詐欺の可能性のある求人広告や採用オファーに遭遇した場合は、返信したり、金銭や個人情報を送ったりしないよう強くおすすめします。

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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.

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 [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

ノバルティスでキャリアを築く魅力: 病気と向き合う人々やそのご家族を支えるには、革新的な科学だけでは不十分です。それには、あなたのような情熱と知性を持った仲間が必要です。

互いに協力し、支え合い、刺激し合うことで、患者さんの人生を変えるようなブレイクスルーを生み出すことができます。さ

あ、一緒により明るい未来を創りませんか? <https://www.novartis.com/about/strategy/people-and-culture>

ノバルティス・タレントネットワーク: 今のノバルティスの募集職種がご希望に合わない場合でも、ぜひタレントコミュニティにご登録ください。あなたに合ったキャリアの機会が見つかり次第、いち早くご案内いたします。 <https://talentnetwork.novartis.com/network>

#### 福利厚生:

ノバルティスの福利厚生と報奨について必要な情報は、ノバルティスライフハンドブックに記載されています。 <https://www.novartis.com/careers/benefits-rewards>

#### 多様性と包括性へのコミットメント:

ノバルティスは患者さんや地域社会などに対して、包括的かつ優れた職場環境、および多様なチームを構築するよう取り組んでいます。

#### 合理的配慮:

ノバルティスは障害を持つ個々人に対して、合理的配慮を提供し協働することをお約束します。健康状態や障害に関して、採用プロセスあるいは必須の職務を満たすために合理的配慮が必要な場合は [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) 宛てに電子メールをお送りください。その際ご依頼内容、ご連絡先、求人票の番号を明記してください。

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部门  
Operations

Business Unit  
Production / Manufacturing

地点  
Japan

站点  
Sasayama

Company / Legal Entity  
JP99 (FCRS = JP999) Ciba-Geigy Ltd.

Functional Area  
Technical Operations

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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## Accessibility and accommodation

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