

# Warehouse & Logistics Lead

Job ID  
REQ-10076712  
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Китай

## Сводка

### Job Description Summary

Overall responsible for supervising entire site warehouse operations, managing inbound and outbound operations adhering to cGMP's, HSE, corporate policies, department procedures, and other internal and external compliance requirements while meeting business requirements of storage and timely distribution of Pharmaceutical and GxP materials by establishing efficient warehouse operations. As a core member of Haiyan site supply chain team, ensures warehouse short and long-term strategies are aligned with company strategy and enables the implementation of relevant objectives.

全面负责监督整个厂区仓库运营，管理进出库作业时严格遵守cGMP规范、HSE要求、公司政策、部门规程及其他内外部合规要求。同时通过建立高效的仓库运营体系，满足药品及GxP物料的存储与及时分发业务需求。作为海盐基地供应链团队的核心成员，确保仓库的短期与长期策略与公司策略保持一致，并推动相关目标的实施。

## About the Role

### Main Responsibility

Line responsibility and conduct daily operations and walk-throughs, ensuring strict adherence to HSE, GxP, Quality, and Compliance protocols.

- Develop, implement, and optimize warehouse management procedures (incoming, storage, inventory, outgoing) to ensure compliance with GMP standards.
- Manage specialized storage areas, including hazardous materials, radioactive finished/raw materials, and radiation source rooms, ensuring classified storage, safety inspections, and compliance with public security/HSE requirements.
- Supervise the 6S program to maintain a safe, tidy, and organized working environment.
- Oversee the archiving process in accordance with overall guidelines and GMP, legal, and financial requirements.
- Perform short and medium-term resource planning for staff, including daily balancing based on customer orders and planning forecast.
- Coordinate effectively with internal units (Production, Planning, Procurement, QA) and external service providers to ensure smooth material and FG supply.
- Establish work priorities, assist in problem resolution, and manage the escalation process for unforeseen events.
- Monitor inventory levels in real-time, conducting regular cycle counts and annual stock takes to ensure accuracy between system records and physical stock.
- Manage warehouse master data and execute system transactions proficiently in WMS (e.g., SAP, decay software), including Goods Receipt (GR) and Goods Issue.
- Handle returned products from customers and complete all related documentation.
- Coordinate with the China Logistics team and providers to ensure the smooth domestic distribution of finished products.
- Prepare all shipping documents (packing lists, delivery notes, labels) and execute the goods issue process in the system.
- Support the operation of the GSP warehouse to ensure compliance and reliability for market-specific products.
- Regularly generate and report on KPIs (inventory analysis, inbound/outbound efficiency, logistics costs) to support supply chain decision-making.
- Lead local initiatives and participate in global/local projects to optimize warehouse operations and processes.
- Report and lead for investigation for operational issues, deviations, and emergencies (e.g., temperature excursions) to relevant functions in a timely manner.
- Manage the application and supervision of hazardous waste destruction.
- Support material / goods delivery to RLT Haiyan Site on time with well accommodation including goods importation, transportation, relevant customs authority affairs.
- Track logistics status, coordinate with freight forwarders/carriers/airlines to ensure material arrival timely.

### 主要职责

- 承担一线责任，执行日常运营及巡查工作，确保严格遵守HSE、GxP、质量及合规要求。
- 制定、实施并优化仓库管理流程（接收、储存、盘点、出库等），确保符合GMP标准。
- 管理特殊储存区域（含危险品、放射性成品/原料及放射源室），确保分类存储、安全检查及符合公安/HSE要求。
- 监督6S管理制度在仓库的执行，维持安全整洁的工作环境。
- 依据整体规范及GMP、法律、财务要求监督文件归档/存档流程。
- 执行人员短中长期资源规划，包括基于客户订单与预测的日常调配平衡。
- 高效协调工厂内部部门（生产、计划、采购、质保）及外部服务商，保障物料与成品供应顺畅。
- 确立工作优先级，协助解决问题，管理突发事件的升级处理流程。
- 实时监控库存水平，定期开展循环盘点/年度盘查，确保系统记录与实物库存一致性。
- 管理仓库主数据，熟练执行WMS系统（如SAP、Decay软件）交易操作，包括收货（GR）与发货流程。
- 处理客户退货并完成所有相关文件。
- 协调中国物流团队及供应商，确保成品国内配送顺畅。
- 准备所有运输文件（装箱单、送货单、标签）并在系统中执行发货流程。
- 支持GSP仓库运营，确保特定市场产品的合规性与可靠性。
- 定期生成并汇报关键绩效指标（库存分析、进出库效率、物流成本），为供应链决策提供支持。
- 参与全球/本地项目，优化仓库运营与流程。
- 及时向相关部门报告并主导调查运营问题、偏差及紧急事件（如温度超限）。
- 管理危险废物销毁的申请与监督工作。

• 支持货物/物料按时交付至RLT海盐工厂，包括货物进口、运输及与相关海关部门的协调事宜。

• 跟踪物流运输状态，协调货代/船公司/航空公司确保货物按时到港/到厂。

## Leadership and people management

- Develop trusting and respectful relationships with staff as well as service providers.
- Cascading strategic objectives of warehouse and team into detailed objectives and action plans.
- Develop and implement a robust development and succession plan within own area of responsibility in collaboration with P&O as well as the Manager.
- Ensure definition and implementation of training plans to meet GxP, Quality, Compliance and HSE requirements for each employee in collaboration with T&L organization.
- Actively promote cooperation between team members and the various internal and external departments.
- 与员工及服务供应商建立互信互敬的关系。
- 将仓库及团队战略目标分解为具体目标与行动计划。
- 协同人力资源部及经理，在职责范围内制定并实施完善的培养与继任计划。
- 协同培训与学习部门，确保制定并实施满足GxP、质量、合规及HSE要求的员工培训计划。
- 积极促进团队成员与内部外部各部门之间的协作。

## HSE and Quality

- Guarantee the conformity of the warehouse activities with regard to GMP and HSE rules, Novartis quality/safety policies, and the standards and quality/safety procedures.
- Ensure overall inspection readiness for area of responsibility.
- Guarantee the effectiveness of the Business Continuity Plan in the area of responsibility.
- Be responsible for the implementation, compliance and governance of the practices explicitly defined in their role by the "Novartis Manufacturing Manual".
- Handling of radioactive materials/ products/ wastes and controlled substances or dangerous goods according to SOP.
- 确保仓库活动符合GMP和HSE规则、诺华质量/安全政策以及相关标准和质量/安全程序。
- 确保责任区域检查准备就绪。
- 保障责任区域业务连续性计划的有效性。
- 负责执行《诺华生产手册》中明确规定的职责规范，确保合规性与有效性。
- 根据标准操作规程处理放射性材料/产品/废物、受控物质及危险化学品。

## Continuous improvement

- Apply continuous improvement programs using tools and processes defined for the site.
- Identify and execute process improvement projects and ensure sustainability of performance.
- Ensure progress and sustainability of results achieved.
- 运用工厂/公司定义的工具和流程实施持续改进计划。
- 识别并执行流程改进项目，确保绩效的可持续性。
- 确保项目进展与可持续性。

## Relevant Experience

- Minimum 10 years warehouse and logistic management experience in biopharmaceutical/pharma/medical device industries in a GMP environment.

10年制药/医药/医疗器械行业仓库及物流管理相关经验。

- Familiar with GMP/GDP/GSP regulations; with GMP auditing experience are preferred.

熟悉GMP/GDP/GSP法规要求；有GMP审计经验者优先。

## Education & Qualification

- Bachelor's degree or above, preferred in Logistics Management, Supply Chain Management, Pharmacy/Biotechnology, etc.
- 本科及以上学历，物流管理、供应链管理、医药/生物工程等相关专业优先；

## Languages

Fluent in English and proficient in local language.英语和中文流利。

## Competencies

- Team player with strong leadership and ability to foster collaborators engagement.
- Objective Setting and Performance Management, Lean Management.
- Change management, adaptability, ability to work under pressure.
- Proven experience with quality and compliance in an organization.
- Quality & Safety Focus.

- Processes & Products Knowledge.
- Good working knowledge of regulatory requirements across multiple health authorities.
- Good working knowledge of ERP systems (SAP, or other applicable systems).
- 具备团队合作精神，拥有卓越领导力，善于激发协作者的积极性。
- 精通目标设定与绩效管理、精益管理。
- 具备变革管理能力，适应性强，能在高压环境下高效工作。
- 在组织内拥有质量与合规管理的成功经验。
- 注重质量与安全。
- 精通流程与产品知识。
- 熟知多个卫生监管机构的法规要求。
- 精通ERP系统（SAP或其他适用系统）。

**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>

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 Functional Area  
 Technical Operations  
 Job Type  
 Full time  
 Employment Type  
 Regular  
 Shift Work  
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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.china@novartis.com](mailto:diversityandincl.china@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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