

W&D Supervisor (1 year fixed term contract)

Job ID
REQ-10079303
Июн. 29, 2026
Южная Корея
Available in: English

Сводка

Responsible for organizing overall Supply Chain activities, especially warehouse & distribution activities from receiving materials from Global IM Supply Chain, Customs Clearance, Storage, Inventory management, and Distribution, Return management flexibly, cost effectively with quality and compliance.

About the Role

Major accountabilities:

Warehousing & Distribution Management

- Monitoring Goods receiving ensuring goods delivered in good condition
- Manage 3rd party service provider for warehousing and distribution activities
- Supervision of 3rd party logistics service provider operations and service level
- Physical inventory management and cycle count and annual stock take
- Physical inventory reconciliation of 3rd party logistics service provider and Novartis.
- Manage Physical destruction and organize write-off planning
- Supervise physical handling of incoming trade goods and ensure the system is properly updated.
- Build cross functional collaboration and external stake holder management
- Inventory management and reporting including cycle count and annual stock take
- Keep track of stock levels using SAP systems and ensuring correct storage of stock
- Support bonded warehouse & distribution service level and quality and logistic costs requirements.
- Ensure the audits and compliance to Novartis standard and local regulatory requirements.
- Follow up on results and take actions for audit improvements with others team
- Support review warehouse performance against operational KPI and identify room for improvement / take relevant actions to improve results as necessary.
- Manage documents and reports in compliance with Novartis policies.
- Drive the optimization and reduction of warehousing and distribution cost in line with productivity targets
- Identify the opportunities to improve the operational performance and process
- Ensure reporting and follow up of all spontaneous adverse events (AE) and technical complaints for all Novartis products according to respective SOP

Customs / Inbound Management

- Work with assigned forwarders & customs brokers for inbound transportation.
- Manage Logistics of incoming shipments and coordination
- Ensure compliance in custom related regulations (place of origin, HS Code etc)

Cross-functional Support with local / Region / Global

- Initiate Cost Reduction Campaign in alignment to regional & global initiatives
- Global project related to SCM system
- Cooperate with the Global / Region W&D for projects and implementation

Key performance indicators:

- Inventory accuracy
- 3PL Service Level Management
- Timely report of temperature control
- Physical counting accuracy
- Supplier's performance report
- Manage Document

Requirements:

Work Experience:

Functional Expertise:

- Good understanding of Supply chain flow of finished goods
- Excellent MS-Office skill (Excel, Presentation, etc)
- Knowledge of ERP including SAP
- Process oriented and data driven decision making
- Good communication skill
- Structured and well organized with analytical skills
- Result oriented, willingness to change, innovative and proactive

Preferred Experience:

- Experience in Supply Chain, or Warehousing operation in pharmaceutical field
- Project management (LEAN, Process improvement, RFQ, etc)
- Good working knowledge of SAP

Education / Language / Experience

- Education: Bachelor's degree
- Languages: Understand written English, prefer good skill of speaking English
- Work in Anseong approximately 2–3 days per week as needed

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Дивизион
 Operations
 Business Unit
 Product Supply Chain
 Место
 Южная Корея
 Сайт
 Seoul
 Company / Legal Entity
 KR01 (FCRS = KR001) Novartis Korea Limited
 Functional Area
 Technical Operations
 Job Type
 Full time
 Employment Type
 Temporary (Fixed Term)
 Shift Work
 No

Novartis are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

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