

# Manufacturing Specialist

Job ID  
REQ-10019497  
Aug 19, 2024  
Mexico

## Summary

The Operational Scheduler establishes and maintains an up-to date a detailed plan for Manufacturing Unit-related activities. The Operational Scheduler is responsible to develops different production scenarios (run rate increase, process changes, ramp-up, shift model adaptation etc.) as well as improving the scheduling tool.

## About the Role

### Major accountabilities:

- Builds production schedule for the Clinical and Commercial manufacturing facility. Drives short term scheduling providing the shop floor detailed finite schedules, defining and optimizing production activities, integrating maintenance/validation and other key activities to ensure that all significant shop floor activities are well defined and coordinated.
- Collaborates daily with Production Supervisors, Area Managers, and key support teams to determine progress of work, adherence to planned completion dates and escalates production problems and/or delays.
- Provide detailed and attainable daily/weekly schedule to production areas.
- Synchronize production activities within commercial and clinical operations to meet required product release dates.
- Maintains production schedules and other reports as required.
- Collaborates with shop floor management daily to resolve issues regarding manufacturing activities.
- Campaign schedule to minimize change-over complexity and maximize opportunity to attain planned production volumes.
- Schedules pre-planned capacity impacting maintenance and engineering activities. Collaborates with Supply Chain Planners and other cross functional managers, on material supply/release, component supply/release, and documentation readiness. Participate in analyzing and implementing changes inside Finite Scheduling Time Fence.
- Other related job duties as assigned.

### Minimum Requirements:

- **Bachelor's Degree preferred (Supply Chain, Engineering, Logistics or related field) or equivalent experience.**
- **Excellent communicator, both in writing and orally.**
- **5 years of experience in supply Chain and/or manufacturing environment with a Bachelor's degree.**

- **Working knowledge and understanding of Microsoft Excel and Project preferred.**

**Languages :**

- English C1

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Operations

Business Unit

Innovative Medicines

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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