

# Operational Scheduler

Job ID  
REQ-10015550  
Jul 23, 2024  
Turkey

## Summary

In this position you will take the responsibility for short term scheduling. You will be providing detailed finite schedules to the shop floor, defining and optimizing sequences of execution, releasing orders to production and ensuring materials and capacity availability, in accordance with the law, internal regulations, Good Practices, and business objectives.

This position is temporary. It is a great opportunity for graduates to gain experience in manufacturing.

## About the Role

**Location:** Istanbul Kurtköy, Turkey #LI-Hybrid

***Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.***

## Key Responsibilities:

- Responsibility to provide a feasible plan to the shop floor in terms of materials and capacity availability
- Establish optimized sequence of orders within the Planning Time Fence and keep it up to date, based on rules agreed by manufacturing, Quality and other support functions and in accordance with customer requirements
- Participate in decision-making and creating planning templates for the production and adapt them according to foreseen run rate increases
- Order Management: verify material and documentation availability, inform production about orders and release orders to production
- Comply with and enforce health, safety and environment rules and guidelines (HSE)
- Continually seek to improve the efficiency of own work and to simplify current process. In particular, regularly optimize and simplify the production schedule to improve efficiency and management.
- Contribute to continuous improvement by making proposals and participating in the implementation of tangible and effective actions
- Ensure the training of relevant associates on basic scheduling knowledge if applicable

## Essential Requirements:

- University degree in chemistry, pharmacy, economics or other equivalent subject is preferred
- Fluent in English
- Knowledge of MS. Office
- SAP knowledge

- Relevant working experience is a plus

### **Benefits and Rewards:**

*Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [Novartis Life Handbook](#)*

### **Commitment to Diversity & Inclusion:**

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

**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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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

Turkey

Site

İstanbul Kurtköy

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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