

Manufacturing Operations Specialist

Job ID
REQ-10021212
Sep 10, 2024
USA

Summary

This role is responsible for the dispensary area tasks including kitting and material flow, inventory management and other duties required to support the core functions.

Location: Morris Plains, NJ, LI-Onsite
Shift: 1st, Sunday-Thursday

This role is located on-site in Morris Plains, NJ. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Adhere to all area governing SOPs, WPs, and batch records with a focus on Right First Time performance
- Ensure timely and accurate data entry
- Maintain training compliance
- Ensure value stream support areas are maintained in an “audit ready” state
- Provide “flow to the work” support when required/available
- Ensure equipment cleaning and maintenance is performed per governing SOP requirements
- Escalate any observed compliance or safety issues and support reconciliation of event
- Support monthly and annual cycle count and all site/team projects and initiatives

Essential Requirements:

- High School Degree or GED equivalent
- At least 1 year of related experience in cGMP/FDA regulated industry strongly preferred.
- SAP knowledge preferred
- Must be well organized, flexible and work with minimal supervision.
- Ability to lift up to 50 lbs.
- Alternate shifts, weekends and overtime will be required
- Requires handling of chemicals such as corrosives, solvents & bio-hazardous materials

The pay range for this position at commencement of employment is expected to be between \$59,900 and \$89,900 per year; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary

awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Commitment to Diversity and Inclusion:

The Novartis Group of Companies 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.

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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Division
Operations
Business Unit
Innovative Medicines
Location
USA
Site
Morris Plains
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No
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