

# Warehouse Team Lead

Job ID  
REQ-10021675  
Sep 10, 2024  
USA

## Summary

The Warehouse Team Lead is responsible for leading their respective shift operation including personnel to ensure all production supply tasks are completed per the finite schedule daily. The Team Lead will be the main contact for all department material requests outside of the finite schedule. The Team Lead is also responsible to oversee all safety procedures and ensure general warehouse organization.

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

## About the Role

### Responsibilities:

- Coach and develop Warehouse Technicians including hands-on training for continuous improvement.
- Serve as the main point of contact for the manufacturing shift leaders, the Finite Scheduler, Logistics team leaders.
- Oversee and execute daily/weekly Finished Product Shipping, including all related ERP system transactions and Teams communications for confirmation of scheduled activities.
- Oversee inventory control procedures, including executing weekly cycle counts to ensure inventory accuracy.
- Attend daily morning production meeting and serve as the primary contact for the Warehouse.
- Support all internal material requests from Manufacturing (MFG), Quality Control (QC), Technical Research and Development (TRD), and Manufacturing Science & Technology (MS&T) from various source documents.
- Conduct monthly safety walks as scheduled by the HSE team and report all good catches, incidents, etc. via the Enablon HSE/net system.
- Provide documentation for product damages, inventory discrepancies and/or product quality issues as necessary to the Incoming Quality team.
- Communicate with the incoming shift Lead all important information and/or tasks necessary to ensure production support and/or project completion.
- Operate with minimal supervision and perform other related duties as assigned.

### Requirements:

- High School diploma with 3 years of pharmaceutical warehouse material handling experience.
- B.S. degree is preferred.
- ERP system experience.
- Prior experience with the KANBAN system is preferred.

- Experience leading others, including scheduling and managing time off, is preferred.
- Forklift certification: certified trainer preferred.
- Strong written and oral communication skills, detail oriented.
- Physically able to safely lift and move materials up to 50 lbs.
- Ability to work well in a team setting.
- Ability to maintain a professional work environment.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here:

<https://www.novartis.com/about/strategy/people-and-culture>.

The pay range for this position at commencement of employment is expected to be between \$26.10 and \$ 39.18 Hourly; 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. You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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Division

Operations

Business Unit

Innovative Medicines

Location

USA

Site

Durham

Company / Legal Entity

U473 (FCRS = US473) Novartis Gene Therapies

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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