

# Process Specialist

Job ID  
REQ-10005402  
May 03, 2024  
Turkey

## Summary

The Shift Leader is responsible for managing his team to carry out the manufacturing operations according to schedule in compliance with HSE and GMP rules. Provide front line support for all process-specific issues to ensure execution of processes on-time (business continuity); in compliance to cGMPs, SOPs and applicable guidelines and functional standards (e.g. HSE, NOSSCE) and to allow continuously improving in quality, productivity efficiency.

## About the Role

### Major accountabilities:

- Deputize PU Lead during the evening and night shifts ; Represent production management to the team members and promote Novartis values within the team
- Line responsibility and shift walkthrough -Engage and motivate the team and delivers strong results with an empowered team
- Follow up operators attendance at shifts, ensure required work environment and discipline
- Evaluate and escalate all matters about quality, safety, people and processes to department managers and other related associates
- Review and approve MBRs fully and deliver to the next process in timely manner
- Provide quality products and processes on time, every time, safely and efficiently in his/ her responsibility area
- Support and follow up data collection to perform the investigation of all deviation and complaints, the root cause analysis and taking preventive actions on time
- Provide front line expert support for production and ensure the completion of all production operations on time, in accordance with the documentation and in compliance with GMP, SSE and 5S rules
- Ensure overall inspection readiness for area of responsibility -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

Achieve Sites KPIs

### Minimum Requirements:

#### Work Experience:

University degree in Pharmacy, Chemistry or Chemical Engineering

- Minimum 2 years of experience preferably in Pharmaceutical industry

- Pharmaceutical technology knowledge
- Understanding of LEAN manufacturing and continuous improvement
- Hands on mentality with necessary leadership skills
- Analytical thinking, strong planning and organizational skills
- Able to work by shifts
- People Challenges.
- Major Change.
- Functional Breadth.
- Operations Management and Execution.
- Collaborating across boundaries.
- Project Management.

**Skills:**

**Languages :**

- English.

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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

Regular

Shift Work

No

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