

# Sample Management & Logistic (f/m/d)

Job ID  
REQ-10030107  
Dec 03, 2024  
Austria

## Summary

Expert Science & Technology – Sample management and Logistic  
LOCATION: Schafftenau, Austria  
TYPE: Hybrid, #LI-Hybrid

200! This is the current number of programs in clinical development at Novartis. Many of these projects, which include new molecular entities as well as additional indications and different formulations for marketed products, are for medicines that could significantly advance treatment standards for patients worldwide.

## About the Role

### Your key responsibilities:

- Plan, perform and document sample management, logistic and shipment activities in a GMP regulated environment
- Administration of stability studies and other analytical samples like reference standards
- Organization of shipments, receipt, and distribution of analytical samples to internal or external recipients
- Documentation and monitoring of storage and distribution activities
- Operation and monitoring of storage facilities (cold rooms, freezers, fridges, climate cabinets)
- Support compilation of GMP documents, e.g. writing of word/operating procedures based on templates under moderate supervision
- Interact and collaborate with other groups and sites according to project requirements and communicate, address and tackle problems (e.g. unexpected events during sample management, shipments)
- Be part of an open and motivated team with flat hierarchies, bring in your networking skills and collaborate across boundaries that actively fosters knowledge exchange

<https://www.youtube-nocookie.com/embed/ggbnzRY9z8w>

### What you'll bring to the role:

#### Essential:

- Apprenticeship in industry (or equivalent technical education as chemistry HTL, CTA, BTA or MTA)

- Fluency in German and English
- Flexible, pragmatic and goal-orientated working style and scientific way of thinking
- Team-oriented with an open mindset
- Can-do mentality and the ability to adapt to change with strong communication across organizational interfaces
- Ability to work with a cross-functional team in a matrix environment

**Desirable requirements:**

- Experience in a GMP regulated working environment beneficial
- Knowledge of LIMS tool and SAP beneficial

**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>

**You’ll receive:**

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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €52,300/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

We are open for part-time and job-sharing models and support flexible and remote working where possible.

**Commitment to Diversity & Inclusion:**

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

**Adjustments for Applicants with Disabilities:**

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

**Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Development

Business Unit

Innovative Medicines

Location

Austria

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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