

# Laboratory Equipment Operations Specialist (80-100%\*)

Job ID  
REQ-10023685  
Okt. 02, 2024  
Schweiz

## Zusammenfassung

Basel, Switzerland

Full time. Onsite. #LI-onsite

Our Lab Solutions and Scientific Services teams, situated within our Scientific Operations in Biomedical Research, is responsible for providing integrated programs and services that support our scientific community. The team is critical in the mission to enable the Novartis Biomedical Research's scientists to focus on scientific breakthroughs for patients through data drive, sustainable operational excellence and innovation.

## About the Role

We are now seeking a motivated and experienced Lab Equipment Operations (LEO) Specialist to join our Lab Solutions and Scientific Services team.

As a Lab Equipment Operations Specialist, you will be responsible for overseeing the daily operations and logistics of the Lab Equipment Management Program and act as the primary on-site contact for lab equipment inquiries and oversee equipment repair work orders.

Additionally, you will oversee the delivery and logistics of surplus lab equipment and assist with onsite activities related to equipment relocation and equipment utilization and sharing initiatives. The LEO specialist spends a substantial part of the time in the laboratories supporting and interacting with customers.

Your responsibilities will include:

- Acting as the accessible contact person in the laboratory: Plan and execute weekly lab tours including interactions with scientists based on lab equipment management inquiries and needs
- Site Lab Equipment Management (LEM) Program Operations: Deputy to LEO Manager for the daily operations and logistics of the Site LEM Program as the primary liaison for Disease Areas/Functional Areas regarding lab equipment inquiries and supervise the governance of Universal Lab Supply (ULS) work orders within the review framework.
- Surplus Equipment Logistics: Efficiently coordinate the distribution and logistics of surplus lab equipment with internal and external partners. Communicate with labs for internal sharing opportunities, and drive process improvements.
- Equipment Sharing Initiatives: Support coordination of equipment sharing initiatives, working closely with scientists and LEM team to identify suitable equipment for sharing.

- Coordinate with Facilities to support lab equipment logistics: Partner with Novartis campus office teams & campus labs to support lab equipment relocation logistics for lab moves and equipment phase out.
- Execute onsite tasks for equipment utilization efforts: Carry out the hardware setup, deployment and support the troubleshooting of smart capture and plug load monitors with internal and external stakeholders throughout the site.
- Support Asset Count Cycle: Update Asset inventory (I.AM) by incorporating relevant information from ULS data sources.

Minimum requirements: What you will bring to the role

- Technical qualification such as Laboratory Technician, or Bachelor's/Master's degree or equivalent in a scientific discipline with ideally minimum 3-5 years' experience in a relevant field within Drug Discovery or related area
- Background in lab operations, good organizational skills, and the ability to collaborate with various stakeholders to ensure smooth and efficient lab functioning.
- Experience as a lab associate preferred.
- A person of action, proactive, with effective communication skills, and the ability to make informed decisions.
- Ability to prioritize and juggle multiple tasks simultaneously in a fast-paced environment.
- Proficiency in IT tools is required, along with the capacity to quickly learn and master internal processes.
- Strong understanding of the processes and protocols required in a scientific research organization.
- Broad knowledge of discipline, methods and technologies
- Advanced written and spoken English. German language skills an advantage

\*Restrictions on flexible working arrangements may apply and will be discussed at interview if applicable

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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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**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>

Abteilung

Biomedical Research

Business Unit

Pharma Research

Ort  
Schweiz  
Website  
Basel (City)  
Company / Legal Entity  
C028 (FCRS = CH028) Novartis Pharma AG  
Functional Area  
Research & Development  
Job Type  
Full time  
Employment Type  
Regulär  
Shift Work  
No  
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