Cell and Gene Warehouse Specialist

Job ID
REQ-10015075
Juil 12, 2024
Etats-Unis

Résumé

About the role: (Editable Section unique to each role) This position performs a wide variety of manual and clerical tasks related to warehouse and materials management including but not limited to ordering, receiving, issuing, inventory control, and shipping to support clinical manufacturing at the East Hanover Cell and Gene Therapy Pilot Plan. Your Key Responsibilities: • Responsible to receive, store and issue materials including Apheresis. • Perform and maintain accurate, timely and neat written and electronic documentation. • Assist in inventory control including monitor material availability and order materials to ensure uninterrupted supply of materials. • Perform packaging and shipment of the Final Product including but not limited to export/import document preparation and coordinating with the courier companies. • Complete all required job specific cGMP and HS&E trainings and adhere to all cGMP and HS&E rules, regulations, and requirements. Cross train other associates. • Maintain warehouse and work areas in clean and organized conditions for inspection readiness. • Actively participate and support all site and team projects and initiatives. • Ability to learn and operate applicable computer systems, including but not limited to ESOPS D2, LIMS, SAP, SRM R2P, 1QEM, TQW, Subway, iRelease, CellChain, Condor, CIRF, Interlinks, etc. Familiar and capable of using MS office suite. • Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.

About the Role

Role Requirements:

Associate Degree or equivalent combination of Education and experience strongly preferred. Minimum 3 years of Logistic, Distribution and/or Warehousing experience in a biotech or pharmaceutical industry is required. Cryogenic and Cold-Chain shipment experience is preferred. Must be able to work weekends, off-shifts, and overtime as required. Customer service (Receipt and delivery on time). Material availability to ensure no delays with Production. Availability of accurate data for material inventory. Documentation in accordance with cGMP requirements.

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Commitment to Diversity & 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 to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between $37.29- $55.95/hr; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. 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.

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to

individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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