

## Process Unit Operator (Temporary)

Job ID  
REQ-10073402  
мар 09, 2026  
Турция

### Сводка

-Equipment Operator -Execute assigned manufacturing tasks and activities according to production schedule to enable the timely production of product with the quality and quantity in compliance with the relevant GMP, safety and environmental guidelines. -Service Operator -Execute assigned manufacturing tasks and activities according to production schedule in compliance with the relevant GMP, safety and environmental guidelines. Perform routine operational support activities according to the manufacturing process and schedule and enable the timely production of product with the quality and quantity -Documentation Specialist Admin -The Documentation Specialist Admin manages the modification, editing, distribution, review and archiving of GMP manufacturing documents and the edition of the Batch records in order to deliver them to Production in the quality and within the deadlines. The Documentation Specialist Admin ensures a set of administrative tasks necessary for the proper functioning of the unit.

### About the Role

#### Major accountabilities:

- Equipment Operator -Participation to the manufacturing processes
- Execution of all assigned activities according to production schedule and in compliance with the valid GMP, work, operating, environmental and safety instructions and guidelines.
- 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:

- Deadlines: compliance with production planning, execution of tasks on time
- Quality: Amount of errors in production documents edited or updated and in batch record review
- Time management for shop floor where required

#### Essential Requirements:

##### Work Experience:

- Operations Management and Execution
- General HSE Knowledge
- GMP Knowledge

#### 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>

#### Benefits and Rewards:

*Read our handbook to learn about all the ways we'll help you thrive personally and professionally* [Novartis Life Handbook](#)

#### Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn 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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион  
Operations  
Business Unit  
Production / Manufacturing  
Место  
Турция  
Сайт  
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  
Temporary (Fixed Term)  
Shift Work  
No

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