NOVARTIS

QC Sample Management Technician

Job ID
REQ-10076085
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Сводка

If you’re passionate about quality, organization, and being a trusted link between science and patients, this is your opportunity to make a real impact. As a QC Sample Management Technician, you’ll play a vital behind the scenes role ensuring critical samples are handled, tracked, and delivered with precision to support Quality Control analytical testing. Working onsite in our Morris Plains facility, you’ll partner closely with Quality Control, Quality Assurance, and cross functional teams in a regulated environment where accuracy, collaboration, and continuous improvement directly contribute to product quality and patient safety. This role is ideal for someone who enjoys structured laboratory work, takes pride in meticulous execution, and thrives in an environment where details truly matter.

About the Role

#LI-Onsite

Location: Morris Plains, NJ, United States

Shift: Wednesday - Saturday AM (4x10) | 07:00 AM to 5:30 PM

This is a fixed schedule; applicants should only apply if they are able to work these hours.

Relocation Support: This role is based in Morris Plains, NJ, United States. Novartis is unable to offer relocation support: please only apply if accessible.

Key Responsibilities

- Manage receipt, registration, storage, distribution, and destruction of Quality Control samples and retains
- Deliver samples to Quality Control laboratories to support in-process and release testing schedules
- Prepare samples and documentation for internal and external shipments to contract laboratories
- Maintain accurate sample tracking, labeling, and chain of custody records in compliance with procedures
- Perform routine sample inventory, disposal activities, and retention management per current good manufacturing practices
- Operate and maintain sample storage areas, including inventory rooms, refrigerators, freezers, and storage equipment
- Ensure samples are stored correctly, readily retrievable, and available for audits and shipping needs
- Support investigations of sample management issues in partnership with Quality Assurance and Compliance Teams
- Communicate status, risks, and resource needs clearly to supervisors and cross-functional partners
- Contribute to continuous improvement initiatives by identifying efficiencies within sample management processes

Essential Requirements

- High school diploma, Associate’s degree, or Bachelor’s degree in biology, chemistry, or a related scientific discipline
- Zero to two years of experience working in a regulated cGMP (current good manufacturing practice environment)
- Hands-on experience handling laboratory samples in a Quality Control or manufacturing setting
- Ability to maintain accurate documentation and records in compliance with regulated procedures
- Experience using electronic laboratory management or sample tracking systems
- Strong organizational skills with the ability to manage multiple samples and priorities simultaneously
- Ability to follow written procedures, safety standards, and regulatory requirements consistently
- Effective communication skills to collaborate with Quality Control, Quality Assurance, and cross-functional teams
- Ability to function effectively in a rapidly changing environment while managing multiple priorities
- High attention to detail with a highly organized approach to laboratory and sample management activities

Desirable Requirements

- Experience handling Liquid Nitrogen (LN2) samples and routine maintenance of sample handing equipment including BSCs, refrigerators, freezers and LN2 storage tanks
- Experience with sample preparation techniques such as pipetting, aliquoting, and laboratory handling equipment

The salary for this position is expected to range between $63,600 and $118,200 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people clickhere.

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)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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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