

Shipping and Receiving Specialist

Job ID
REQ-10086915
сен 04, 2026
CША

Сводка

Help keep life-changing medicines moving to the patients who need them most. As a Shipping and Receiving Specialist at Novartis, you'll ensure materials, samples, and products are received, handled, and shipped accurately while supporting a safe, compliant, and efficient manufacturing operation. Your work will play a vital role in maintaining supply chain continuity and delivering innovative therapies to patients worldwide.

About the Role

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Location: Indianapolis, United States

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

Key Responsibilities

- Execute inbound material receiving activities with accuracy, quality, and compliance.
- Coordinate shipments, sample transfers, and inter-site material movements to support operations.
- Load, unload, and transport materials safely using industrial equipment.
- Inspect materials, labels, and documentation to ensure completeness and accuracy.
- Maintain inventory accuracy through timely documentation and enterprise resource planning system transactions.
- Support third-party logistics operations and finished product shipments as needed.
- Adhere to safety, quality, training, and Good Manufacturing Practice requirements.

Essential Requirements

- High school diploma or General Educational Development certificateresquired.
- At least one year of warehousing, distribution, or manufacturing experience in a regulated environment.
- Ability to support a flexible schedule in a continuous manufacturing operation.
- Experience using Microsoft Office applications and computer-based systems.
- Knowledge of inventory management processes and enterprise resource planning systems.
- Strong attention to detail with a commitment to quality, safety, and compliance.
- Ability to safely operate material handling equipment and lift up to 60 pounds.
- Strong communication, teamwork, and customer service skills with a proactive mindset.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$25.19 and \$46.82 per hour.

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.

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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.

Дивизион

Operations

Business Unit

Production / Manufacturing

Место

США

Состояние

Indiana

Сайт

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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