NOVARTIS

Manufacturing Operations Specialist (Sun - Wed, 6am - 4:30pm)

Job ID
REQ-10091142
Ноя. 19, 2026
США

Сводка

In this role, you will support daily manufacturing operations by ensuring materials, inventory, equipment, systems, and documentation are ready to support scheduled production activities. You will work closely with Manufacturing and cross-functional teams to maintain current Good Manufacturing Practice (cGMP) standards, accurate records, and an audit-ready manufacturing environment.

About the Role

#LI-Onsite

Location: Morris Plains, New Jersey

Schedule: Sunday–Wednesday, 6:00 a.m. - 4:30 p.m.

2 positions available

Relocation: This position does not offer relocation assistance. Please only apply if you can work from the specified location.

Job Description Summary

In this role, you will support daily manufacturing operations by ensuring materials, inventory, equipment, systems, and documentation are ready to support scheduled production activities. You will work closely with Manufacturing and cross-functional teams to maintain current Good Manufacturing Practice (cGMP) standards, accurate records, and an audit-ready manufacturing environment.

Key Responsibilities

- Maintain accurate SAP inventories for manufacturing components and support monthly cycle counts.
- Prepare and stage materials for scheduled manufacturing processes, ensuring appropriate status segregation, expiration control, and storage of media lots and dispensary materials.
- Support aseptic operations, including observation of aseptic techniques, area cleaning, and required equipment cleaning.
- Execute Manufacturing Execution System (MES) activities and review MES and logbook entries for accuracy, completeness, and legibility.
- Use production-related systems, including SAP, Laboratory Information Management System (LIMS), MES, Intralinks, and iRelease, and support real-time system troubleshooting.
- Maintain an audit-ready work environment and consistently follow current Good Manufacturing Practice (cGMP), current Good Laboratory Practice (cGLP), and aseptic practices.
- Support deviation investigations involving your work environment and contribute to the integration and harmonization of best practices.
- Collaborate with other departments to resolve inventory-related issues and support smooth daily manufacturing operations.
- Demonstrate ownership, accountability, adaptability, and a continuous-improvement mindset, including identifying solutions to process improvement issues.

Essential Requirements

- High school diploma or GED equivalent required; Bachelor’s degree preferred.
- 1–3 years of related experience in a cGMP/FDA-regulated industry.
- Strong interpersonal, written, and verbal communication skills, with effective problem-solving and follow-up skills.
- Strong organizational skills, flexibility, and the ability to work with minimal supervision.
- Ability to lift up to 50 lbs.
- Requires handling of chemicals, including corrosives, solvents, and biohazardous materials.
- Ability to work Wednesday–Saturday, 6:00 a.m.–4:30 p.m., with flexibility to work alternate shifts and overtime as required.
- Ability to collaborate effectively across groups, teams, and departments while demonstrating ownership, accountability, adaptability, discipline, and composure in stressful situations.

Desirable Requirements

- SAP and Manufacturing Execution System (MES) knowledge strongly preferred.
- Environmental monitoring and aseptic experience preferred.

The salary for this position is expected to range between $55,000 and $102,200 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.

Дивизион
Operations
Business Unit
Production / Manufacturing
Место
США
Состояние
New Jersey
Сайт
Morris Plains
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No

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