

# Process Expert (m/f/d) - Temporary

Job ID  
REQ-10026751  
Nov 25, 2024  
Austria

## About the Role

Major accountabilities:

Your responsibilities include, but are not limited to:

- Provide front line expert support and organizational agility in the coordination and production of biopharmaceuticals (e.g. writing of deviation reports, implementation of CAPAs, participating in change and project management).
- Support of fundamental GMP processes in a fast-paced environment in close collaboration with stakeholders like e.g. QC, QA, Tactical Manufacturing, Automation and Engineering.
- Preparation of production supporting documents (e.g. MBRs, SOPs, Risk Assessments)
- Ensure real-time shop floor support as an expert on technical problems and ensuring the completion of all production operations on time, living up to a high-quality standard in accordance with given documentation and in compliance with GMP standard
- Results driven identification, initiation, and coordination of improvement projects in the production environment and within production storage
- Preparation and execution of trainings for production personnel regarding e.g. GMP and safety aspects.
- Support and direct participation in internal and external health authority inspections.

Minimum Requirements:

- Completed studies in the field of Biotechnology, Molecular Biology, Microbiology, Chemistry or similar (or comparable studies), min. Bachelor's degree with three years of professional experience; Master's degree with one year of professional experience or PhD
- Work experience ideally gathered in the pharmaceutical industry.
- Proficiency in German and English (spoken & written).

Desiderable Requirements:

- Knowledge of USP, DSP, Supply Chain or first experience in these field.
- GMP and/or automation knowledge.

You'll receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

<https://www.novartis.com/careers/benefits-rewards>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company

pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 58.199,596 year (on a full-time basis). In most cases, the actual salary will be higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

We are open for part-time and job-sharing models and support flexible and remote working where possible.

Commitment to Diversity & Inclusion: :

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

## Role Requirements

**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>

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**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Innovative Medicines

Location

Austria

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Befristet (Befristet)

Shift Work

No

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