NOVARTIS

Senior Coordinator, QC Sample

Job ID
REQ-10030665
Nov 21, 2024
USA

About the Role

Responsibilities:

- Oversight of QC in-process, release, raw material, and stability, and development samples, associated document management, and collection of data.
- Adherence to all GMP requirements, a proficiency in understanding of FDA/EMEA regulations, effective interactions/communication with Quality management, personal development, and support of investigations and inspections/audits.
- Manage sample tracking and the inventory system to track commercial and development samples.
- Generate sample submission forms for various testing facilities and process returned results.
- Follow/track international shipments, and alert logistics group of any customs clearance issues.
- Inspect incoming sample shipments and take necessary actions if samples do not comply with SOPs.
- Execute protocols to support network stability, qualified material programs and pipeline product studies.
- Communicate with other departments and sites including Quality Assurance, Manufacturing and Facilities to address compliance issues and to implement corrective actions and to improve programs.
- Support Stability sets and pulls including aliquoting and shipping during the study.

Requirements:

- High School degree with 6 years related experience in a GMP Quality Control Laboratory; or Associate's degree with 4 years related experience in a GMP Quality Control Laboratory; or Preferred, Bachelors' degree in a relevant scientific concentration plus 2 years related experience in a GMP Quality Control Laboratory.
- Possess a strong understanding of the requirements of sample receipt and inventory management in a GMP laboratory.
- Excellent oral and written communication skills with strong technical writing experience required.
- Able to work independently and effectively within the group, within Quality, and across the site.
- Ability to work in both paper based and electronic laboratory information management systems.

The pay range for this position at commencement of employment is expected to be between $27.40 and $ 41.15 Hourly; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for

reasons related to individual performance, Company or individual department/team performance, and market factors. 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

#LI-onsite

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

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
USA
Site
Durham
Company / Legal Entity
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Full time
Employment Type
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