

## Warehouse Specialist

Job ID  
REQ-10045376

8月 14, 2025

USA

### 摘要

Ensures the proper handling of raw materials and products in the warehouse -Prepares the shipping according with the orders received -Updates the SAP database

### About the Role

Location: This position is on-site in Morris Plains, NJ

Hours: This is an hourly, non-exempt position.

Two positions open, please only apply if you are able to work the shifts offered below.

1. Weekend Shift - Friday - Monday 6:00am-4:30pm

\*This shift receives an additional shift differential separate from the offered hourly rate.

## 2. Monday - Friday 6:00am-2:30pm

### Major accountabilities:

- Ensures the proper handling of raw materials and products in the warehouse -Prepares shipments according to NVS and GMP standards
- Coordination of shipping, receiving, storage and processing of goods. May include imports/exports.
- Unbossed mindset.
- Keeping the warehouses orderly and audit ready at all times.
- Load and unload trucks using industrial equipment.
- Inspect and verify material, labels and documents for completeness and accuracy
- Transfer material to proper storage areas.
- Movement of materials with accuracy and in accordance with SOPs to ensure continuous production.
- Ability to work in a variety of climate-controlled environments from refrigerated areas to freezer areas.
- Ability to continuously repalletize a variety of materials and various weights with 100% accuracy on labeling those components.
- Work well under pressure and with minimal supervision.
- Willingness to shift around priorities and accomplish a variety of tasks per shift.
- Daily cycle counting of materials based upon classification.
- Keeping up with deliveries and booking them into the ERP system in a timely fashion.
- Ability to adapt and work with accordance with guidelines in a dynamic environment and an unbossed mindset to own decisions when needed.

### Key performance indicators:

- Inventory
- Month end reporting
- Warehouse occupancy
- Knowledge of cGMP regulations and FDA guidance applicable to biologics and cell therapy manufacturing.
- On time goods receipts

### Minimum Requirements:

- Supply Chain/Warehousing Experience
- ERP System (SAP/S4/Etc.) strongly desired
- Work in a warehouse environment, mostly standing and walking to complete tasks.

### Work Experience:

- Operation in Pharma/Regulated industries
- Ability to work on problems
- Forklift experience a plus

**Skills:**

- Inventory Accuracy
- cGxP
- Motivated, self-starter

**Languages:**

- English

The salary for this position is expected to range between \$41,100 and \$76,300 per year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. 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.

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部门

Operations

Business Unit

Universal Hierarchy Node

地点

USA

状态

New Jersey

站点

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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