

## QC Operational Scheduler (Sun - Wed AM)

Job ID  
REQ-10049299

4月 18, 2025

USA

### 摘要

Shift Available: Sunday to Wednesday Shift  
Work Hours: 4 Days at 10 hours, 7:00 AM - 5:30 PM  
Location: Morris Plains, NJ

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you

The QC Operational Scheduler, reporting to the QC Systems & Services Manager, will be responsible for scheduling QC testing, defining and optimizing execution sequences, and ensuring capacity availability in line with identified batch and investigative testing throughput times (TpT). This role supports lab operations by scheduling QC testing, defining and optimizing execution sequences, and ensuring capacity availability in line with identified batch and investigative testing throughput times (TpT) in Quality Control (QC) Analytical laboratories.

## About the Role

### Key Responsibilities

- Maintain the Scheduling System (Binocs), ensuring batch assignments and routine testing tasks are allocated.
- Collaborate with shift supervisors/managers to capture analyst time off.
- Coordinate retesting associated with AIA/OOS investigative events.
- Manage non-routine testing requests, including Stability Testing, Studies, Cell Line Qualifications, and reagent qualifications.
- Ensure the testing schedule aligns with projected product release timelines.
- Report and provide planning status updates in daily Tier meetings.
- Continuously update the schedule and adjust the plan as needed to meet planning requirements.
- Monitor all daily testing activities in collaboration with the execution and support team.

### Role Requirements:

- HS diploma, Associate Degree, Biotechnology Certificate, or Bachelor ' s degree in biology, chemistry, or other related degree concentration
- 0-2 years of experience in a cGMP environment / commercial manufacturing.. Experience years will vary with education level.
- Experience in a regulated GMP environment, preferably within QC operations in a cell therapy company.
- Experience with scheduling systems, such as Binocs preferred
- Good understanding of QC Analytical Testing Methods preferred

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The pay range for this position at commencement of employment is expected to be between \$30.58/hour and \$56.82/hour; 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  
Innovative Medicines

地点  
USA

状态  
New Jersey

站点  
Morris Plains

Company / Legal Entity  
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area  
Quality

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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