

Warehouse Specialist PM (Mon-Fri 1:00pm-9:30pm)

Job ID
REQ-10052730

5月 28, 2025

USA

摘要

Your Key Responsibilities:

- Responsible to receive, store and issue materials in accordance with cGXP principle and site governing procedures.
- Perform and maintain accurate, timely and neat written and electronic documentation.
- Assist in inventory control including monitoring material available and conduct daily cycle counts to ensure inventory accuracy.
- Perform shipment of the Final Product/materials including but not limited to export/import document preparation and coordinating with the courier companies.
- Complete all required job specific cGMP and HS&E trainings and adhere to all cGMP and HS&E rules, regulations, and requirements.
- Maintain warehouse and work areas in clean and organized conditions for inspection readiness at all times.
- Actively participate and support all site and team projects and initiatives.
- Ability to learn and operate applicable computer systems, including but not limited to ESOPS D2, LIMS, SAP(S4), 1QEM, Subway, Condor, CIRF, etc.
- Familiar and capable of using MS office suite.

- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds. The need to repalletize materials prior to moving them into the controlled warehouse.
- Ability to work under various conditions from ambient, refrigerated, and walk in freezers.

About the Role

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

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

Monday - Friday 1:00pm - 9:30pm

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

Major accountabilities:

- Ensure an uninterrupted supply of materials to production to allow continuous operations.
- Proper inventory accuracy and transactions in real time.
- Self-motivated, and accountable to take ownership of decisions.
- Customer oriented focus, dealing with couriers and various departments on site.

Key performance indicators:

- Inventory accuracy of the warehouse.
- Compliance on required trainings.
- Ability to flow between a multitude of tasks.

Minimum Requirements:

- 2+ years in logistics
- Pharmaceutical experience with cGXP.
- ERP Systems (SAP/S4)

Skills:

- Flow to the work
- General HSE Knowledge.
- Knowledge of GMP.
- Transportation Classification (i.e. IATA or DOT) expertise.

Languages :

- English

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The pay range for this position at commencement of employment is expected to be between \$41,100 and \$76,300/year; however, while salary ranges are effective from 1/1/24 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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Handbook. <https://www.novartis.com/careers/benefits-rewards>

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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.

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

Alternative Location 1
Morris Plains (New Jersey), New Jersey, USA

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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