

Manager, Lab Operations- Scientific Operations

Job ID
REQ-10059499

8月 15, 2025

USA

摘要

Laboratory Operations (LO), situated within the Scientific Operations (SO) organization, is responsible for providing integrated programs and services that support our scientific community, and has a mission to enable the Novartis BioMedical Research 's (BR) lab scientists to focus on science in the lab through data-driven, sustainable operational excellence and innovation. LO consists of four global sub-functions, and this role provides global leadership working in the key area of equipment management.

Lab Operation Manager will be responsible for overseeing the local Lab Equipment Maintenance (LEM) program in close collaboration with Lab Equipment management global team. In addition, the LabOps manager manages onsite 3rd party vendors service providers against globally agreed upon metrics, KPIs and budget

About the Role

Key Responsibilities:

- Establishing and maintaining relationships with researchers and the Novartis Biomedical Research Operations community to ensure alignment and execution of enterprise objectives.
- Act as the primary on-site contact for lab equipment inquiries and, equipment Onboarding and offboarding and logistics of surplus lab equipment.
- Oversee and advance the local Lab Equipment Maintenance (LEM) program in close collaboration with global team.
- Lead LEM-related projects, including selected global initiatives.
- Advance best practices for asset lifecycle management to maximize overall value to BR.
- Partner with global LEM team and procurement to provide the science community with the information necessary to make the best possible decisions on equipment purchases based on landscape and utilization.
- Drive operational excellence, competence and sustainability, best practices for all supported programs and initiatives.
- Advance Novartis ' strategic imperative of operational and digital excellence in all lab-related operational projects, programs, and activities. Support Lab Ops requirements in local data availability, accessibility, and quality needs.
- Maintain a strong relationship with the scientific community to ensure their changing research needs are aligned and supported by BR business processes. Manage the interface with scientists and supporting BR functions.
- Collaboration and communication: Collaborating with cross-functional teams, including lab scientists, 3rd-party vendors, technicians, and Novartis supporting functions including Health, Safety & Environment, Facilities and Real Estate, IT, Procurement, and Finance. Communicating effectively with internal and external stakeholders. Fostering a culture of collaboration, operational.
- May require integration and interpretation of complex information. Ability to effectively communicate with an audience who may be unfamiliar with subject
- Compiles and reviews budgets for the program using previous budget figures, Work order reports, and other data sources to control funds and provide for proper financial administration. Prepares financial plans, monitors usage of the funds on the Purchase Orders, prepares regular and special purpose reports, maintains historical records, analyzes trends, establishes forecasts, recommends and interprets budgetary procedures, prepares comparative evaluation of actual costs against budgeted funds, and determines rationale for variances between costs and budget.

Role Requirements:

- Bachelors or Masters in relevant discipline
- 3+ years of experience in a relevant field within drug discovery or related area.
- Project Management and/or Lean and Six Sigma Experience preferred.
- Strong understanding of the processes and protocols required in a scientific research organization.
- Ability to exercise independent discretion and judgment to solve problems as well as an ability to prioritize effectively in a fast-paced and dynamic environment.
- Proficiency in using IT tools to capture, manage and analyze data required (e.g. MS Excel, SharePoint & Access, Spotfire, SAP).
- Excellent communication skills with ability to present information to operations leadership and scientific customers.
- Ability to collaborate and effectively work in cross-functional teams, to influence without

- authority and actively manage key stakeholders.
- Keen interest and capability in developing and maintaining strong relationships across diverse research groups and with supporting departments. Demonstrated ability to work effectively in cross-functional teams.
- May necessitate working flexible hours outside our normal schedule, including weekends and after hours. This position is on call 24/7.

The salary for this position is expected to range between \$108,500 and \$201,500 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

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>

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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

Biomedical Research

Business Unit

Universal Hierarchy Node

地点

USA

状态

California

站点

San Diego

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work
No

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