

Supply Chain Specialist

Job ID
REQ-10060802

10月 23, 2025

USA

摘要

The Supply Chain Operations Specialist is responsible for keeping GMP records of all materials and products received, stocked, packaged, and shipped at Novartis Radioligand Therapies manufacturing facility in Carlsbad California. They are responsible for providing the correct materials to the production team and finish-good product to couriers inclusive of appropriate labeling within scheduled time frames, and in accordance with local Novartis, RLT site procedures and policies. They will also maintain the correct inventory levels for the manufacturing site.

This role is located on-site in Carlsbad, CA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Accurate and timely data entry for GxP documents and ERP transactions.
- Coordination of shipping, receiving, storage and processing of goods including but not limited to performing periodic inventory cycle & spot counts, reconciliation of discrepancies, and staging of material for production purposes.
- Load and offload trucks by using industrial equipment and transfer of material to proper storage areas on site and nearby satellite warehouse.
- Inspect and verify material, labels and documents for completeness and accuracy.
- Actively participate and support all sitewide and cross-functional team projects and initiatives, including supports to create Standard Operating Procedures, Scopes of Work, Training, and other Supply Chain & Operational tasks.
- Ability to operate all applicable radiation detection equipment after necessary training on site for radioactive material handling, receipt and shipment.
- Need to complete applicable required job specific training, cGMP, HS&E, Dangerous Goods, etc.
- Support both Direct/In-direct material ordering and maintaining inventory of warehouse supplies in conjunction with Supply Chain Planning and Procurement.
- Coordinate the pickup and destruction of both Non-hazardous waste and hazardous waste with the completion of DOT & IATA certification training program.
- Utilize computer systems to reconcile and track materials: MS Dynamics 365, SAP S4 Hana, UPS, FedEx, etc.
- Able to lift up to 25-50 pounds individually, based on average material handling on site.
- Will be cross trained and responsible for packaging operations to support the site finish-good product delivery process.
- Be able to record and organize Supply Chain logistic related documentation neat and accurately on site.
- Familiar and capable of using MS office suite, including Excel, Word, PowerPoint, etc.
- Operation of Company owned/leased vehicles and Powered Industrial Trucks for inventory transfer between nearby satellite warehouse.

Essential Requirements:

- High School Diploma or GED required; Associate degree or undergraduate degree in business or science related field is preferred.
- Minimum 3+ years experience in Distribution, Warehousing, or Manufacturing in a highly regulated healthcare industry.
- Hazardous shipping training a plus.
- Must be able to work in a flexible schedule, supporting a 24/7 production operation.
- Proficient Microsoft Office and Computer skills.
- Knowledge of procurement/inventory management systems and procedures.
- Excellent customer service skills; display a professional can-do attitude.
- Ability to perform duties with the highest regard for safety, quality, and site protocols/policies/procedures.

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>

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部门
Operations

Business Unit
Innovative Medicines

地点
USA

状态

California

站点

Carlsbad

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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