

## Cell Management Specialist

Job ID  
REQ-10063639

10月 02, 2025

USA

### 摘要

The Cell Management Specialist is tasked with Apheresis Receipt, Final Product Packaging, Day 0 and Harvest transfers, Inventory Management, and other duties essential to support core functions.

### About the Role

Location: Morris Plains, NJ

### Key Responsibilities:

- Follow all area governing SOPs, WPs, and batch records with an emphasis on Right First-Time performance
- Ensure prompt and precise data entry

- Maintain compliance with training requirements
- Keep Manufacturing Support areas in an “audit ready” state
- Provide “flow to the work” support when needed/available
- Perform equipment cleaning and maintenance in accordance with governing SOP requirements
- Escalate and help reconcile any observed compliance or safety issues
- Be proficient in various operating systems, such as LIMS, SAP, and MES
- Support monthly and annual cycle counts
- Participate in site/team projects and initiatives
- Act according to Novartis Values and Behaviors
- Ensure accurate SAP/MES inventories for all components
- Properly segregate and store all conditioned materials

#### APH Receipt / Final Pack / Day 0 / Harvest Activities:

- Receive and inspect incoming leukapheresis
- Package and ship final products
- Deliver scheduled Day 0 apheresis for patient processing on time
- The Harvest and storage of final product
- Receive and store final products from scheduled patient processing
- Resolve outstanding issues with internal and external customers through follow-up communication
- Coordinate the shipping, receiving, storage, and processing of goods, possibly including imports/exports
- Verify inventory accuracy of GMP and non-GMP LN2 storage locations
- Ensure availability and accuracy of all materials and documentation to avoid impediments to daily activities

#### Role Requirements:

- 1-3 years of related experience in a cGMP/FDA regulated industry; warehouse experience preferred.
- High School diploma required; Bachelor's degree preferred.
- Strong interpersonal, written, and communication skills, along with problem-solving and follow-up abilities.
- Must be well organized, flexible, and able to work with minimal supervision.
- Ability to lift up to 50 lbs., assisted.
- Requires handling chemicals such as corrosives, solvents, and bio-hazardous material.

#### Novartis Compensation and Benefit Summary

The pay range for this position at commencement of employment is expected to be between \$52,400 and \$97,400/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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#### Accessibility & Reasonable Accommodations

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](mailto: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  
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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