NOVARTIS

Quality Operations Coordinator

Job ID
REQ-10093324

十一月 18, 2026

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摘要

Job Purpose
The Quality Operations Coordinator is responsible for ensuring Quality oversight across GMP-regulated activities and processes, including Manufacturing, Packaging, Warehouse, MS&T, Supply Chain and other relevant site functions, in compliance with cGMP, applicable regulatory requirements and company Quality Standards.
The role is responsible for the timely and GMP-compliant execution of Quality Operations activities, including batch record review and release, investigation of quality events, CAPA and Quality action follow-up, GMP documentation, risk assessments and day-to-day Quality support across the site.

About the Role

Major Accountabilities

- Perform batch record review and batch release activities, ensuring completeness, accuracy

and compliance with GMP requirements.
- Ensure the timely and GMP-compliant release of finished product batches, including execution of required activities in relevant systems such as SAP.
- Provide day-to-day Quality oversight and QA support across GMP-regulated operations and processes, including Manufacturing, Packaging, Warehouse, MS&T, Supply Chain and other relevant site functions.
- Participate in and coordinate deviation and complaint investigations, including impact assessment, root cause analysis, definition of appropriate CAPAs and timely investigation closure.
- Follow up CAPAs and Quality actions to ensure their timely and effective implementation.
- Review and/or approve GMP documentation, including batch documentation, procedures, protocols, investigations and other controlled records.
- Assess GMP- and Quality-related issues across site functions, ensuring appropriate risk assessment, documentation, escalation and follow-up in accordance with applicable Quality requirements.
- Support appropriate Quality decisions and risk assessments in collaboration with Manufacturing, Packaging, Warehouse, MS&T, Supply Chain and other relevant functions.
- Support Health Authority inspections, internal audits and self-inspections, contributing to continuous inspection readiness.
- Monitor assigned Quality KPIs and support the timely escalation and resolution of potential compliance, Quality and batch release risks.
- Contribute to Operational Excellence and continuous improvement initiatives to strengthen, simplify and improve Quality processes.
- Promote a strong Quality and GMP culture by collaborating effectively with Operations and cross-functional teams across the site.

Minimum Requirements

- Bachelor ' s degree in Pharmacy, Chemistry, Chemical Engineering, Biology, Bioengineering, Life Sciences or a related discipline.
- Minimum 5 years of experience in the pharmaceutical industry, preferably within Quality Assurance, Quality Operations, Manufacturing or another GMP-regulated function.
- Good knowledge and practical understanding of cGMP requirements and pharmaceutical Quality Systems.
- Experience in deviation investigations, root cause analysis and CAPA management.
- Experience in batch documentation review and/or batch release activities.
- Good understanding of Quality Risk Management and risk-based decision-making.
- Strong analytical and problem-solving skills, with the ability to assess Quality, GMP and compliance risks.
- Ability to manage multiple priorities and work effectively in a dynamic pharmaceutical manufacturing environment.
- Ability to work effectively with cross-functional stakeholders across different GMP-regulated areas.
- Strong communication, collaboration and stakeholder management skills.
- Good command of written and spoken English.

Desirable Requirements

- Previous experience in Quality Assurance or Quality Operations within a pharmaceutical manufacturing site.

- Experience in Quality Operations across different GMP-regulated processes, such as Manufacturing, Packaging, Warehouse, MS&T and/or Supply Chain.
- Experience in deviation and complaint management.
- Knowledge of SAP and electronic Quality/manufacturing systems.
- Experience supporting Health Authority inspections, internal audits, self-inspections or inspection-readiness activities.
- Experience working with cross-functional teams and managing Quality topics across multiple GMP processes.
- Experience in continuous improvement and Operational Excellence initiatives within a GMP environment.

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

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

部门
Operations

Business Unit
Quality

地点
T ü rkiye

站点
İ stanbul Kurtk ö y

Company / Legal Entity
TR01 (FCRS = TR001) Novartis Sa ğ l ı k, G ı da ve Tar ı m Ü r ü nleri San. Ve Tic. A. Ş .

Functional Area
Quality

Job Type
Full time

Employment Type
Regular

Shift Work
No

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