Critical Reagent Manager

Job ID
REQ-10037567
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Summary

If you are curious, scientifically minded, and want to positively impact society by speeding delivery of novel therapies to patients, then look no further, Novartis Biomedical Research is the place to be. As a Critical Reagent Manager in the Translational Medicine PK Sciences Regulatory & Registration Readiness group, you will have the opportunity to make a significant impact. If you have a collaborative nature, a commitment to teamwork across an organization and a relentless focus on improving patient care we want you to apply.

In this Critical Reagent Manager role, you will be part of the Critical Reagents team, coordinating the production and inventory management of critical reagents and biological reference standards used in internal and external bioanalytical laboratories. The position requires a strong scientific and laboratory background along with project management skills, focusing on critical reagent production, handling, storage, management, coupled with a customer service mindset. You will collaborate with an elite team of scientists involved in developing and qualifying small and large molecule assays that support pharmacokinetic, pharmacodynamic, and immunogenicity studies across all phases of the drug discovery and development pipeline.

About the Role

Your main responsibilities will include but are not limited to:

- Utilize scientific expertise, strong organization and documentation skills to initiate, lead, and coordinate the outsourced productions of customized critical reagents from both the Novartis Biologics database and in-licensing programs.
- Contribute to the production strategy by identifying and reviewing production protocols, requesting quotes, interacting with vendors, securing funds, providing technical and process troubleshooting, reviewing results, and communicating with stakeholders about production outcomes and timelines.
- Provide both scientific and project management expertise, leveraging strong collaboration skills to work with colleagues across functions, stakeholders and external service providers with the aim to identify ways to improve the team’s processes with a constant focus on optimizing KPIs, quality, costs and timelines.
- Maintain the team’s SharePoint and manage the centralized critical reagent database, providing inputs and implementing solutions to ensure an efficient inventory management system.
- Serve as the team’s liaison with service providers for inbound and outbound reagent shipments.
- Engage in the review of documentation, knowledge transfer and integration logistics of critical reagents from in-licensing programs.
- Maintain up-to-date documentation, including storage and archiving. Prepare project presentations and technical documentation as required.
- Provide instruction and technical training to other scientific staff if needed, contributing to team growth.

What you bring to the role:

- MSc or PhD / Pharm.D. level scientist with appropriate experience in a relevant field.
- 4+ years in the pharmaceutical industry.
- Experience in working in a drug discovery or development or relevant experience in a CRO, Pharma or Biotech is highly desirable.
- Experience in working with cross functional teams in a highly dynamic, matrixed, project-team environment.
- Strong project management, critical thinking, curiosity and problem-solving skills.
- Strong oral and written communication skills.
- Ability to work independently with minimal supervision, ability to prioritize tasks.
- Experience in planning, launching, and tracking outsourced production of customized reagents.
- Experience in production of monoclonal antibodies, recombinant proteins, Stable Isotope Labelled (SIL) proteins in different hosts (Escherichia coli, yeast, insect, and mammalian cell cultures or hybridoma cultures), including cloning, upstream and downstream processes in biopharmaceutical environment.
- Experience in SharePoint Site creation and maintenance.
- Experience in reagent database creation and management.
- Previous hands-on experience creating solutions using KNIME and Spotfire. Coding experience will be an added value.
- Previous experience in coordinating import and export of reagents.
- Experience in bioanalytical assays.
- Knowledge and experience with GLP/GMP requirements and familiarity with health authority expectations for bioanalytical assays.
- Experience in leading a small team will be an added value.

Desired skills: Critical Reagents, Outsourced Production, Operational Excellence, Problem Solving, Attention to Detail, Curiosity, SharePoint, Databases, Knime.

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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Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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