

# Sample Management and Logistics Specialist (m/f/d)

Job ID  
REQ-10037847  
Feb 04, 2025  
Österreich

## Summary

Sample Management and Logistics Specialist (m/f/d)

Location: Schafteuau, Tirol, Austria #LI-Hybrid

Do you have excellent attention to detail? Are you a Team Player? Do you enjoy working in a fast paced but fun environment? If so, this could be the role for you. We do not require a scientific or technical background for our Sample Management & Logistics team members, but any experience of logistical work or sample management/sorting would be beneficial. Any experience working in a regulated environment or completing documentation would also represent an advantage but definitely not essential.

Novartis provides millions of patients with lifesaving treatments and this is an opportunity for you to make a real difference even if you don't have a scientific or technical background.

## About the Role

### Your key responsibilities

Your responsibilities include, but are not limited to:

- Planning, executing and documenting sample management, logistics and shipping activities in a Good Manufacturing Practice (GMP) regulated environment.
- Managing stability studies and other analytical samples such as reference standards.
- Organizing the sending, receiving, and distribution of analytical samples to internal or external recipients.
- Documenting and monitoring of warehouse and distribution activities.
- Operating and monitoring of storage facilities (cold rooms, freezers, refrigerators, climate cabinets).

### What you'll bring to the role

- Training at Handelsakademie (HAK), completed training in the economic/chemical field or comparable training (any experience of logistics or sample management will be considered).
- Fluent in English and able to communicate in German.
- Flexible, pragmatic and goal-oriented working style.
- Team-oriented and open personality with an eye for the detail.

- Experience working in a GMP-regulated environment would be advantageous but not essential.
- Knowledge of Systems, Applications and Products in Data Processing (SAP) and Lab Information Management Software (LIMS) tools would be beneficial.

### **You'll receive:**

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

<https://www.novartis.com/careers/benefits-reward>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 38,160.22/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

We are open for part-time and job-sharing models and support flexible and remote working where possible.

### **Commitment to Diversity & Inclusion:**

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

### **Adjustments for Applicants with Disabilities:**

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

**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>

Division

Development

Business Unit

Innovative Medicines

Standort

Österreich

Site

Schafftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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