

# Shift Lead (Upstream)

Job ID  
REQ-10037170  
Jan 31, 2025  
Singapore

## Summary

The Shift Lead for Upstream is responsible for managing the team to carry out the manufacturing operations according to production schedule in compliance with HSE and GMP rules.

## About the Role

### Key Responsibilities:

- Represent production management to the team members and promote Novartis values and behaviour within the team. Promote and drive HSE and Quality culture.
- Actively participate to the talent agenda: Leads people processes through recruitment, training, coaching and performance to meet all operation requirements sustaining manufacturing unit competitiveness and diversity.
- Identify performance issues and take appropriate action. Monitor the achievement of the objectives and career development, conduct performance appraisal with the team.
- In case of technical issues, mobilize the team to identify and set up quick remediation solutions, or notify the Process Team lead or the on-call Expert after having performed a first level investigation and propose solutions to be validated by the responsible person.
- Facilitate / Coordinate, in collaboration with Quality Assurance, the upgrading, and the improvement of Quality by verifying the practical application on the shop floor
- Be responsible for the compliance to the principles and practices described in the "Novartis Manufacturing Manual" and their implementation on the site for his area.
- Coordinate and ensure the completion of all production operations on time, in accordance with the documentation and in compliance with GMP, SSE and 5S rules
- Manage / participate in continuous improvement projects in line with strategic objectives and ensure communication and involvement of technicians and support functions

### Essential requirements:

- Minimum 5 year experience in chemistry / food / pharmaceuticals / biotech / aseptic manufacturing or development
- Min. 2 year experience in a coordination role in GMP environment
- Technical education is required; University degree / Diploma in Science is desirable, Pharmacy or Chemical Engineering, Pharmaceutical Technology or equivalent job experience
- Proven experience in manufacturing processes, preferably in a new product implementation or process improvement role within a manufacturing environment

- Strong analytical and problem-solving skills, with keen attention to detail
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams
- Ability to adapt to a dynamic and fast-paced work environment.
- Proficient and fluent in English

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<https://www.novartis.com/about/strategy/people-and-culture>

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Division

Operations

Business Unit

Innovative Medicines

Location

Singapore

Site

Tuas South Avenue

Company / Legal Entity

SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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