

# Cell Management Specialist

Job ID  
REQ-10034833  
Feb 28, 2025  
USA

## Summary

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.

This role is located on-site in Morris Plains, NJ. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Location: Morris Plains, NJ, #LI-Onsite  
Shift: Days: Tuesday - Saturday or Sunday - Thursday

## About the Role

### 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
- Support monthly and annual cycle counts; Ensure accurate SAP/MES inventories for all components
- Properly segregate and store all conditioned materials and verify inventory accuracy of GMP and non-GMP LN2 storage locations
- Receive and inspect incoming leukapheresis and receive and store final products from scheduled patient processing
- Package and ship final products and coordinate the shipping, receiving, storage, and processing of goods, possibly including imports/exports
- Resolve outstanding issues with internal and external customers through follow-up communication
- Ensure availability and accuracy of all materials and documentation to avoid impediments to daily activities

### Essential Requirements:

- High School diploma required; Bachelor's degree preferred
- 1 year of related experience in a cGMP/FDA regulated industry strongly preferred; Warehouse experience also preferred

- Be proficient in various operating systems, such as LIMS, SAP, and MES
- 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 \$25.19 and \$46.82/hour; *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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#### **EEO Statement:**

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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.

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