

Associate Expert Drug Supply, Warehouse Specialist

Job ID

REQ-10037494

Feb 28, 2025

USA

Summary

Position onsite in Durham, NC

#LI-Onsite

Internal Title: Associate Expert Drug Supply

Join us in reimagining Cell and Gene Therapies and advancing scientific breakthroughs for patients with unmet medical needs. We transform the lives of people by developing innovative and life-changing medicines.

The Associate Expert Drug Supply position performs a wide variety of tasks related to warehouse operations, materials management and procurement planning. This position will include but not limited to ordering, receiving, issuing, inventory control, and shipping to support TRD Gene Therapies Process Development at the Durham, NC Novartis site.

About the Role

Your Key Responsibilities:

Your responsibilities will include, but are not limited to:

- Responsible to receive, store and issue materials, ensuring accuracy and compliance with specifications such as storage condition.
- Perform and maintain accurate, timely and neatly written and electronic documentation.
- Responsible for inventory management and control including maintenance of material inventory levels and ordering as needed to ensure uninterrupted supply of materials.
- Expedite and adjust orders as necessary to accommodate the evolving needs of the business.
- Organize and optimize warehouse storage in accordance with established systems and processes and ensure all inventory items are accurately documented within the business tool system and aligned with physical location.
- Track all raw materials from the time of purchase through to receipt, ensuring complete visibility and accountability.
- Conduct regular inventory cycle counts to ensure ongoing accuracy and reliability of inventory data.
- Oversee the shipping of all materials from TRD Labs, including hazardous, export, and temperature-sensitive shipments.
- Maintain accurate data within the ERP system, focusing on invoice and vendor management to streamline operations, including the resolution of invoicing issues and updates to vendor data.
- Maintain warehouse and work areas in clean and organized conditions for inspection readiness.

- Complete all required job specific trainings and adhere to rules, regulations and requirements. Cross train other associates.
- Ability to learn and operate applicable computer systems, including but not limited to ESOPS D2, SAP, SRM R2, etc. Familiar and capable of using MS office suite.
- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.
- Must work in accordance with all safety requirements (OSHA), cGMP regulations (FDA), and housekeeping practices while performing duties. Prioritize activities with safety, compliance, and product quality in focus. Inform supervisor and others of issues, challenges, and barriers to safety and run schedule, and recommend possible solutions.

Role Requirements

- A minimum of a High School diploma is required. Associates degree or Bachelors degree is preferred.
- 1 year minimum of pharmaceutical warehouse material handling required
- Strong communication and organizational skills; detail oriented
- Ability to work independently with minimal supervision
- Ability to work effectively in a team and maintain a professional work environment
- Physically capable of lifting and moving materials (up to 50 lbs.) safely.
- MS Excel experience

Desired Requirements:

- A minimum of 3 years of Logistic, Distribution and/or Warehousing experience in a biotech or pharmaceutical industry is preferred
- Intermediate MS Excel knowledge

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 Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$23.55-\$44.56/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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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 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.

Division

Development

Business Unit

Innovative Medicines

Location

USA

State

North Carolina

Site

Durham

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type
Full time
Employment Type
Regular
Shift Work
No
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