

# Warehouse Specialist

Job ID  
REQ-10022397  
Sep 16, 2024  
USA

## Summary

Primary responsibilities are warehouse operations, shipping & receiving, and inventory management, including activities as receipt, stocking, replenishment, etc.

## About the Role

**Location:** This position is on-site in Morris Plains, NJ

**Hours:** This is an hourly, non-exempt position. There are 2 positions available.

Friday-Monday 8:00am-6:00pm or 9:00am-7:00pm - 2 positions open.

## Major accountabilities:

- Coordination of shipping, receiving, storage and processing of goods. May include imports/exports.
- Lead teams to assure inventory accuracy.
- Load and unload trucks using industrial equipment.
- Inspect and verify material, labels and documents for completeness and accuracy
- Transfer material to proper storage areas
- Work with maintenance staff scheduling PM's for the warehouse equipment
- Responsible for Successful on time completion of required training curriculum comprising of the necessary Global Operating Procedures (GOPs), Standard Operating Procedures (SOPs) and Aseptic Techniques, Gowning Qualifications and other relevant training including HSE for the specific role.

## Key performance indicators:

- Availability of accurate data for:
  - Inventory
  - Month end reporting
  - Warehouse occupancy
- Knowledge of cGMP regulations and FDA guidance applicable to biologics and cell therapy manufacturing.

## Minimum Requirements:

### Education:

- High School diploma or equivalent, College degree preferred.
- Minimum 2-3 years' experience in Distribution, Warehousing, Manufacturing experience in a regulated

industry preferred.

- Pharmaceutical industry preferred

### **Work Experience:**

- Operations Management and Execution
- ERP experience preferred, but not required.
- Prior experience with the KANBAN system is preferred.  
Strong written and oral communication skills, detail oriented.
- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.  
Ability to work in a variety of temperature-controlled environments.
- Ability to work well in a team setting.
- Ability to maintain a professional work environment.

### **Languages:**

- Fluent in speaking and writing in English

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The pay range for this position at commencement of employment is expected to be between \$51,800 and \$77,600/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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

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

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

### **Commitment to Diversity and Inclusion:**

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

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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**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>

### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

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.

Division

Operations

Business Unit

Innovative Medicines

Location

USA

Site

Morris Plains

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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