

Recent Bachelor or Master Graduate

Job ID
REQ-10027064
Oct 22, 2024
Switzerland

Summary

We are seeking for a talented and highly motivated candidate to join the GDC Basel stockroom team.

About the Role

In this role you will contribute to managing a diverse collection of more than 100,000 chemicals of commercial origin as well as internally prepared intermediates. Your key responsibilities will involve ensuring timely and accurate distribution of chemicals to scientists upon request and tracking their return and appropriate re-shelving and booking into the respective databases. Also, you will oversee the operation of our automated KARDEX storage facility.

We are looking for an independent and scientifically curious recent graduate with a Bachelor's or Master's degree in organic chemistry. Since this is a temporary position for up to one year, it could be suited for a candidate planning to bridge between Bachelor or Master and further career steps.

Start date: January 2025

Duration: 12 months

Major accountabilities (key responsibilities):

- Manage requests for chemicals from scientists.
- Locate and retrieve ordered chemicals from the stockroom shelves, ensuring proper packaging and labelling for safe transport.
- Ensure that international shipments are compliant with global trade regulations.
- Helping with weighing out and rapid delivery of compounds to the scientific community.
- Inspect returned containers with chemicals for damage and contamination, book them back into the system databases, and ensure adherence to relevant policies & regulations and HSE-safety protocols.
- Properly dispose chemicals that do not pass the quality criteria for long time storage.
- Contribute to the development and improvement of stockroom procedures and workflows, promoting efficiency and accuracy creating a center of excellence in chemical management.

Minimum Requirements:

Work Experience:

- Recent Bachelor's or Master's graduate in organic chemistry

Skills:

- Ability to thrive in a highly collaborative and dynamic international team
- High degree of independence
- Strong quality and customer focus with a clear sense of accountability
- Digitally proficient. Experience with chemical inventory management systems would be an advantage.

Languages :

- Excellent oral and written communication skills in English, German would be an advantage

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusion_ch@novartis.com 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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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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Division

Biomedical Research

Business Unit

Pharma Research

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Others

Job Type

Full time

Employment Type

Stagiaire/étudiant (durée déterminée)

Shift Work

No

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