

Supervisor, Warehouse

Job ID
REQ-10028042
Nov 05, 2024
USA

Summary

The Supervisor, Warehouse, oversees Warehouse Associates on their shift. This is a working supervisor role responsible for making warehouse decisions and addressing or resolving issues based on experience, written procedures and analytical analysis.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. This is an onsite position M-F shift 7a-3:30p

About the Role

Responsibilities:

- Oversee the Warehouse Associates with day-to-day tasks and goals to support manufacturing and labs.
- Managing Dispensing Operations
- Manages schedules (vacation/sick days/etc.).
- Communicating/assigning tasks within their shift and to relay issues or updates to the Warehouse Manager.
- Trains and coaches staff and conducts annual performance reviews including goal setting, scheduling and monitoring progress of work and assignments/projects.
- Maintains inventory accountability and investigates any variances.
- Supports receiving and shipping activities, along with issuing, kitting, cycle counting and waste flow.
- Ensures coordination between multiple warehouses shifts focusing on proper staffing and inventory movements.
- Ensures efficient shift changes by effectively communicating with other Supervisors and Associates during transition.
- Other related job duties as assigned.

Requirements:

- B.S. degree in supply chain, engineering, science, business or other relevant field with 5 years pharmaceutical warehouse experience OR 9 years of pharmaceutical warehouse experience OR relevant B.S. Degree with 3 years Novartis Gene Therapies warehouse.
- 2 years supervisory experience required.
- Experience with viral gene therapies and/or orphan disease indications is a plus.

The pay range for this position at commencement of employment is expected to be between \$38.46 and \$ 57.69 Hourly; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. 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 can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

#LI-Onsite

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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EEO Statement:

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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 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

Durham
Company / Legal Entity
U473 (FCRS = US473) Novartis Gene Therapies
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No
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List of links present in page

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2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
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