

# Process Expert (m/f/d) - Temporary

Job ID  
REQ-10030600  
Nov 25, 2024  
Austria

## Summary

Location: Schafteuau, Tirol. Austria #LI Hybrid

This is a temporary role, originally foreseen until December 2026. Please keep it in mind when applying.

As a Process Expert of the Process Support Unit you will do your best to ensure that the execution of processes is on time, and you will collaborate on high standard compliance.

This role will work directly with the Manufacturing Team and reports to the Manufacturing Systems Lead.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Provide front line support to manufacturing, working with the operative teams, focusing on manufacturing each batch safely, on time, in compliance with the batch instructions and quality requirements.
- Preparation of production supporting documents and concepts, ensure in time updates of relevant SOPs.
- Support compliance to relevant GxP-, safety- and quality requirement.
- Perform first line evaluation of product and process related issues, perform root-cause investigations (uncritical, major and critical deviations, OOS, OOE) and implement effective CAPAs.
- Support technology trainings and education programs for production operators and others.
- Support health authority inspections and internal audits and act as Subject Matter Expert.
- Identification of and participation in improvement projects in the production environment.

### Role Requirements:

- Completed studies in the field of Process Engineering, Biotechnology, Biology, Pharmaceutical Technology, Technical Chemistry, Pharmacy (or comparable studies).
- Experience in pharmaceutical manufacturing; good understanding of GMP requirements.
- Professional experience in GMP area (Production or QA).

- Proficiency in German and good English knowledge.

**Desirable Requirements:**

- Experience in communication, and coordination of internal and external stakeholders.
- Compliance thinking and the drive to deliver high quality work.
- Innovation and creativity: Oriented to problem solving and improvement. Continuous learning & curiosity.

**You'll receive:**

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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €58.199,96/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies. We are open for part-time and job-sharing models and support flexible and remote working where possible.

**Commitment to Diversity & Inclusion:**

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

**Adjustments for Applicants with Disabilities:**

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

**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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Operations  
Business Unit  
Innovative Medicines  
Location  
Austria  
Site  
Schafftenau  
Company / Legal Entity  
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
Shift Work  
No  
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