

# QC-LIMS Administrator

Job ID

REQ-10053024

Jun 03, 2025

USA

## Summary

The LIMS Administrator will support the Cell and Gene Technical Development and Manufacturing site Laboratory Information System (LIMS). The LIMS Administrator will be responsible for the maintenance, updates and troubleshooting of the LIMS related items. Additionally, the LIMS Administrator will assist with site projects such as system updates and/or enhancements. Customer service and patient focus is a must as deliverables are expected within tight timelines and are expected to be within regulatory guidelines and compliance. Knowledge of GxP Regulations is recommended.

Location: Morris Plains, NJ #LI-Onsite

## About the Role

### Key Responsibilities:

- Support and participate in LIMS related projects for upgrades and enhancements
- Responsible for daily support of end users, and provide end user training
- Assist with investigations and errors in a timely manner
- Maintain master data objects
- Perform ADHOC queries using SQL
- Create and maintain user accounts
- Creation/Revision of product specifications and of standard operating procedures
- Assist with change control impact assessments
- Participate in internal audit reviews of the system and system documentation
- Support site projects and goals where applicable to streamline testing, FDA commitments and source document updates.
- Execute, Create or revise computer system validation documents (i.e., URS, OQ, PQ, etc.)

### Essential Requirements:

- Bachelor's Degree in Biological Sciences or related scientific discipline preferred with minimum of 3 years of LabWare experience.
- Minimum of 5 years pharmaceutical or biopharmaceutical experience
- Previous experience with validation and/or maintenance of laboratory information systems.
- Working knowledge of GxP LIMS application highly desirable.
- Good documentation and record keeping skills and attention to detail.
- Knowledge of GMP and the Pharmaceutical industry.
- Ability to interact with a variety of organizational levels.
- Demonstrated problem solving skills.

- Ability to work independently with minimal direction and be self-directed to manage competing priorities.

*The salary for this position is expected to range between \$85,400 and \$158,600 per year.*

*The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.*

*Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.*

*US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.*

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Division

Operations

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site  
Morris Plains  
Company / Legal Entity  
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation  
Functional Area  
Quality  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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