

Equipment Operator

Job ID

REQ-10054184

Jun 04, 2025

Switzerland

Summary

-Equipment Operator -Execute assigned manufacturing tasks and activities according to production schedule to enable the timely production of product with the quality and quantity in compliance with the relevant GMP, safety and environmental guidelines. -Service Operator -Execute assigned manufacturing tasks and activities according to production schedule in compliance with the relevant GMP, safety and environmental guidelines. Perform routine operational support activities according the manufacturing process and schedule and enable the timely production of product with the quality and quantity -Documentation Specialist Admin - The Documentation Specialist Admin manages the modification, editing, distribution, review and archiving of GMP manufacturing documents and the edition of the Batch records in order to deliver them to Production in the quality and within the deadlines. The Documentation Specialist Admin ensures a set of administrative tasks necessary for the proper functioning of the unit.

About the Role

Major accountabilities:

- Equipment Operator -Participation to the manufacturing processes -Execution of all assigned activities according to production schedule and in compliance with the valid GMP, work, operating, environmental and safety instructions and guidelines.

Key performance indicators:

- Deadlines: compliance with production planning, execution of tasks on time -Quality: Amount of errors in production documents edited or updated and in batch record review -Time management for shop floor where required

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- Collaborating across boundaries.
- Functional Breadth.

Skills:

- Transportation.
- General HSE Knowledge.
- Knowledge of GMP.
- Art Curator.

- Transportation Classification (i.e. IATA or DOT) expertise.
- Manufacturing Process Execution.

Languages :

- German

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Division

Operations

Business Unit

Innovative Medicines

Location

Switzerland

Site

Muttenz (with Canteen)

Company / Legal Entity

C049 (FCRS = CH049) Novartis Pharma Schweizerhalle AG

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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Equipment Operator

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