

Lab Equipment Operations Specialist

Job ID
REQ-10023779
Oct 01, 2024
USA

Summary

Lab Equipment Operations will be responsible for overseeing the daily operations and logistics of the Lab Solutions & Scientific Services, situated within the Scientific Operations organization, is responsible for providing integrated programs and services that support our scientific community, and has a mission to enable the Novartis BioMedical Research's (BR) lab scientists to focus on science in the lab through data-driven, sustainable operational excellence and innovation. Lab Operations (LO) consists of four global sub-functions and this role provides global leadership working in the key area of equipment management.

Lab Equipment Operations (LEO) will be responsible for overseeing the daily operations and logistics of the Lab Equipment Management (LEM) Program, act as the primary on-site contact for lab equipment inquiries and oversee equipment repair work orders. Additionally, they will oversee the delivery and logistics of surplus lab equipment and assist with onsite activities related to equipment relocation and equipment utilization and sharing initiatives. The LEO specialist spends a substantial part of the time in the laboratories supporting and interacting with customers.

About the Role

Your Key Responsibilities:

- Accessible contact person in the laboratory: Plan and execute weekly lab tours including interactions with scientists based on lab equipment management inquiries and needs
- Site LEM Program Operations: Deputy to LEO Manager for the daily operations and logistics of the Site LEM Program as the primary liaison for DA/FAs regarding lab equipment inquiries and supervise the governance of ULS work orders within the review framework.
- Surplus Equipment Logistics: Efficiently coordinate the distribution and logistics of surplus lab equipment with internal and external partners. Communicate with labs for internal sharing opportunities, and drive process improvements.
- Equipment Sharing Initiatives: Support coordination of equipment sharing initiatives, working closely with scientists and LEM team to identify suitable equipment for sharing.
- Coordinate with Facilities to support lab equipment logistics: Partner with REFS & campus labs to support lab equipment relocation logistics for lab moves and equipment phase out.
- Execute onsite tasks for equipment utilization efforts: Carry out the hardware setup, deployment and support the troubleshooting of smart capture and plug load monitors with internal and external stakeholders throughout the site.
- Support Asset Count Cycle: Update Asset inventory (I.AM) by incorporating relevant information from ULS data sources.

Role Requirements:

- Bachelor's degree or equivalent in relevant discipline, Master's degree a plus
- 3+ years of experience in a relevant field within drug discovery or related area
- Background in lab operations, good organizational skills, and the ability to collaborate with various stakeholders to ensure smooth and efficient lab functioning.
- Experience as a lab research associate
- A person of action, proactive, with effective communication skills, and the ability to make informed decisions.
- Ability to prioritize and juggle multiple tasks simultaneously in a fast-paced environment.
- Proficiency in IT tools is required, along with the capacity to quickly learn and master internal processes.
- Strong understanding of the processes and protocols required in a scientific research organization.
- Broad knowledge of discipline, methods and technologies

Commitment to Diversity & Inclusion: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$84,000- \$126,000/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. 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.

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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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

Biomedical Research

Business Unit

Pharma Research

Location

USA

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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