

# Recent Bachelor or Master Graduate

Job ID  
REQ-10027064  
Oct 22, 2024  
Switzerland

## Summary

We are seeking for a talented and highly motivated candidate to join the GDC Basel stockroom team.

## About the Role

In this role you will contribute to managing a diverse collection of more than 100,000 chemicals of commercial origin as well as internally prepared intermediates. Your key responsibilities will involve ensuring timely and accurate distribution of chemicals to scientists upon request and tracking their return and appropriate re-shelving and booking into the respective databases. Also, you will oversee the operation of our automated KARDEX storage facility.

We are looking for an independent and scientifically curious recent graduate with a Bachelor's or Master's degree in organic chemistry. Since this is a temporary position for up to one year, it could be suited for a candidate planning to bridge between Bachelor or Master and further career steps.

Start date: January 2025

Duration: 12 months

## Major accountabilities (key responsibilities):

- Manage requests for chemicals from scientists.
- Locate and retrieve ordered chemicals from the stockroom shelves, ensuring proper packaging and labelling for safe transport.
- Ensure that international shipments are compliant with global trade regulations.
- Helping with weighing out and rapid delivery of compounds to the scientific community.
- Inspect returned containers with chemicals for damage and contamination, book them back into the system databases, and ensure adherence to relevant policies & regulations and HSE-safety protocols.
- Properly dispose chemicals that do not pass the quality criteria for long time storage.
- Contribute to the development and improvement of stockroom procedures and workflows, promoting efficiency and accuracy creating a center of excellence in chemical management.

## Minimum Requirements:

### Work Experience:

- Recent Bachelor's or Master's graduate in organic chemistry

**Skills:**

- Ability to thrive in a highly collaborative and dynamic international team
- High degree of independence
- Strong quality and customer focus with a clear sense of accountability
- Digitally proficient. Experience with chemical inventory management systems would be an advantage.

**Languages :**

- Excellent oral and written communication skills in English, German would be an advantage

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Division

Biomedical Research

Business Unit

Pharma Research

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Others

Job Type

Full time

Employment Type

Stagiaire/étudiant (durée déterminée)

Shift Work

No

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