

Warehouse Specialist (M-F) PM Shift

Job ID
REQ-10033590

1月 02, 2025

USA

摘要

Primary responsibilities are warehouse operations, shipping & receiving, and inventory management, including activities as receipt, stocking, replenishment, etc.

About the Role

Location: This position is on-site in Morris Plains, NJ

Hours: This is an hourly, non-exempt position.

Monday-Friday 1:00pm-9:30pm - 1 position open

Major accountabilities:

- Coordination of shipping, receiving, storage and processing of goods. May include imports/exports.
- Lead teams to assure inventory accuracy.
- Load and unload trucks using industrial equipment.
- Inspect and verify material, labels and documents for completeness and accuracy
- Transfer material to proper storage areas
- Work with maintenance staff scheduling PM ' s for the warehouse equipment
- Responsible for Successful on time completion of required training curriculum comprising of the necessary Global Operating Procedures (GOPs), Standard Operating Procedures (SOPs) and Aseptic Techniques, Gowning Qualifications and other relevant training including HSE for the specific role.

Key performance indicators:

- Availability of accurate data for:
 - Inventory
 - Month end reporting
 - Warehouse occupancy
- Knowledge of cGMP regulations and FDA guidance applicable to biologics and cell therapy manufacturing.

Minimum Requirements:

Education:

- High School diploma or equivalent, College degree preferred.
- Minimum 2-3 years' experience in Distribution, Warehousing, Manufacturing experience in a regulated industry preferred.
- Pharmaceutical industry preferred

Work Experience:

- Operations Management and Execution
- ERP experience preferred, but not required.
- Prior experience with the KANBAN system is preferred.
Strong written and oral communication skills, detail oriented.
- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.
Ability to work in a variety of temperature-controlled environments.
- Ability to work well in a team setting.
- Ability to maintain a professional work environment.

Languages:

- Fluent in speaking and writing in English

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The pay range for this position at commencement of employment is expected to be between \$51,800 and \$77,600/year; however, while salary ranges are effective from 1/1/24 through 12/31/25, 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

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Handbook. <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion:

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

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If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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EEO Statement:

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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.

部门

Operations

Business Unit

Innovative Medicines

地点

USA

状态

New Jersey

站点

Morris Plains

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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