QC Sample Management Technician (Wed - Sat AM)

Job ID
REQ-10040065

2月 19, 2025

USA

摘要

The QC Sample Management Technician reporting to the QC Supervisor - Sample Management will support lab operations by performing routine sample management to support Quality Control (QC) Analytical laboratories

About the Role

Major accountabilities:

Position Summary

- Support lab operations by performing routine QC in-process and release test sample and QC retain sample management to support Quality Control (QC) Analytical laboratories.

Core Responsibilities

- QC sample / retains sample handling including receival, registration, storage, distribution and destruction
- Delivering samples to QC laboratories for testing as required
- Preparation of samples for shipment
- Performing sample inventory and disposal
- Ensure samples and materials are appropriately labelled and maintain sample tracking, labelling and chain of custody records in accordance with regulatory requirements and written procedures.
- Maintain the Sample Retain inventory room, refrigerators, and freezers.
- Ensure that Sample Retains are stored in appropriate locations.
- Ensures adequate storage areas are available in each sample storage area.
- Ensure Sample Retains are readily available for Shipping with proper documentation. Prepare for shipping testing to contract labs for chemistry and microbiology samples.
- Dispose of Sample Retains in accordance with cGMP regulations after retention time has passed.
- Organize Sample Retains by lot/batch number, documenting the storage location in logbooks/excel for ease of retrieval.
- Performs other related duties as assigned.

Continuous Improvement

- Drive a culture of continuous improvement and proactively identify opportunities for efficiency enhancements and process improvements within the Quality Control procedures.

Collaboration

- Interacting with outside customers and functional peer groups
- Communicate effectively with management regarding task completion, roadblocks, and needs.
- Support investigation of sample management-related issues: Work together with QA and Investigation/Compliance personnel and with stakeholders on addressing any non-compliance or sample management-related deviations, implementing corrective actions, and documenting findings.

Compliance

- Ensure that sample management activities are completed in compliance with all applicable procedures, standards and GMP regulations.

Key Performance Indicators

- Timely delivery on commitments with and departmental KPIs
- Timely responses and solutions to training-related issues
- Efficient and flexible usage of the available resources

- Compliance to all relevant company policies and guidelines
- Exhibiting core Novartis values and behaviors and fostering these within the team

Ideal Background

Education:

- HS diploma, Associate ' s degree, Biotechnology certificate, or Bachelor ' s degree in biology, chemistry, or other related degree concentration

Languages:

- English

Experience:

- 0-2 years of experience in a cGMP environment / commercial manufacturing.
- Experience in a regulated GMP environment, preferably within QC operations in a cell therapy company.

Skills:

- Experience with handling Liquid Nitrogen (LN2) samples
- Experience with use and routine maintenance of sample handing equipment including BSCs, refrigerators, freezers and LN2 storage tanks.
- Experience with pipetting and aliquoting
- Experience with electronic laboratory management systems (such as LIMS)

Competency Profile

- Strong communication skills for interacting with a variety of collaborators and partner groups
- Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude
- Must demonstrate flexibility in adjusting to changing priorities and schedules.
- Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with company policies
- Ability to function in a rapidly changing environment & handle multiple priorities.
- Ability to collaborate cross functionally to drive operational and quality excellence.
- Advanced organizational and time management skills.
- Communicate effectively with management regarding task completion, roadblocks, and needs.
- Customer service mindset
- Continuous improvement mind frame
- Highly organized with an attention to detail

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

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Functional Area
Quality

Job Type
Full time

Employment Type
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Shift Work
No

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