Manager, Manufacturing Support

Job ID
REQ-10066085

11月 05, 2025

USA

摘要

The Manufacturing Support Manager develops, organizes, and executes the implementation of the Critical Environment Cleaning Program across the business. This position will also be responsible for the scheduling of manufacturing production activities and supporting the daily Tier processes.

About the Role

Location:

- This position will be located in Durham, NJ and will be a full time On-Site position. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities:

- Participates in internal and external strategy and planning meetings, surveys, new business presentations, mobilization, and support activities related to the Critical Environment Cleaning Program.
- First line of contact to all facilities cleaning, GMP & Non- GMP cleaning.
- Serve as back up for administration of Tier 2 meetings and attendance at Tier 3 meetings for Manufacturing.
- Manage the scheduling process of manufacturing activities and serve as back-up finite scheduler.
- Act as project lead for manufacturing support projects.
- Provides metrics for manufacturing schedule adherence.
- Ensure site cleaning and gowning programs in compliance with Novartis Standards to maintain site in compliant state for GMP manufacturing of gene therapy products.
- Develops and maintains compliant housekeeping program to ensure GMP manufacturing and testing facility is in compliant inspection ready state. Programs to include routine walkthrough of GMP warehouse, manufacturing, and test labs, to identify, track and resolve housekeeping deficiencies.
- Manages budget and staffing levels to ensure appropriate resources available for both FTE and external service providers.
- Approves vendor invoices as needed and assist in developing and approving necessary service contracts.
- Manages inventory levels for both cleaning and gowning materials as well as supplier contracts or service contracts associated.
- Reviews and evaluates existing cleaning programs, services, makes recommendations to operations team and/or client.
- Maintains compliant procedures and logbooks associated with activities.
- Supports investigations related to cleaning, gowning, or housekeeping.
- Authors CAPAs, Quality Events, CR Actions, and other Quality non-conformances.
- Partners with Quality to address these issues effectively and compliantly.
- Coordinates daily operations with scheduling team to ensure cleaning activities align with manufacture and testing operations.
- Develop and report appropriate KPI for cleaning, gowning and housekeeping.
- Identifies and implements continuous improvement opportunities.
- Leads and mentor staff.
- Writes performance reviews and annual goals, holds one-on-ones, and handle HR related matters Implement, train, and educate staff on the on-going efficient delivery, operation, and maintenance of the cleaning program.
- Other related duties as assigned.

Essential Requirements:

- Bachelors' Degree in a scientific, engineering, or business related field with 5+ years of experience in biopharmaceutical industry or 7+ years relevant industry experience in lieu of degree.
- Solid knowledge of FDA regulations and GMP systems.
- Excellent oral and written communication skills.
- Demonstrated leadership skills.
- Experience managing contract employees or service providers, preferably in a GMP environment.

- Experience and working knowledge of GxP, and/or ISO safety cleaning standards.
- The ability to read, comprehend, and transmit complicated detailed instructions in writing and orally required.
- Knowledge of the Business and Industry marketplace, current Good Manufacturing Practice (cGMP) and other critical environment cleaning practices and procedures, applicable laws, health, safety and environmental practices, principles of management and supervision, and department procedures and policies.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between $108,500 and $201,500 Annual.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

#LI-Onsite

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

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

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
Production / Manufacturing

地点
USA

状态
North Carolina

站点
Durham

Company / Legal Entity
U473 (FCRS = US473) Novartis Gene Therapies

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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