

Associate Coordinator Quality Control Mgmt

Job ID
REQ-10069016

1月 08, 2026

USA

摘要

The Associate Coordinator, Quality Control Sample, leads sample control support at the assigned site/laboratory.

Location: Durham, NC #LI-Onsite

This role is located on-site in Durham, NC. Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Oversight of QC in-process, release, raw material, and stability, and development samples, associated document management, and collection of data.

- Adherence to all GMP requirements, a proficiency in understanding of FDA/EMEA regulations, effective interactions/communication with Quality management, personal development, and support of investigations and inspections/audits.
- Manage sample tracking and the inventory system to track commercial and development samples.
- Generate sample submission forms for various testing facilities and process returned results.
- Collect sample forecasts to ensure lead time notice.
- Confirm testing was complete when sample invoices arrive.
- Follow/track international shipments, and alert logistics group of any customs clearance issues.
- Inspect incoming sample shipments and take necessary actions if samples do not comply with SOPs.
- Review and evaluate temperature data reports from temperature monitoring devices included with sample shipments.
- Execute protocols to support network stability, qualified material programs and pipeline product studies.
- Create and continuously improve sample management procedures and processes.
- Communicate with other departments and sites including Quality Assurance, Manufacturing and Facilities to address compliance issues and to implement corrective actions and to improve programs.
- Write and revise documents such as SOPs and technical reports.
- May support the Manager for activities related to training of employees, coordination of tasks, compliance with GMP, and identifying and implementing corrective and preventive actions.
- Support for third party testing laboratories and manage testing turnaround times for testing metrics.
- Support new implementations of LIMs programs including updates and LIMs activities.
- Create/maintain change controls to ensure compliance with regulatory requirements and company/polices.
- Act as subject matter expert for sample management procedures.
- Author and review protocols, reports, investigations, non-conformance, CAPAs, and other records related to Quality control.
- Support Stability sets and pulls including aliquoting and shipping during the study.

Requirements:

- High School degree with 8 years related experience in a GMP Quality Control Laboratory or Associate 's degree with 6 years related experience in a GMP Quality Control Laboratory OR
- Preferred, Bachelors ' degree plus 4 years related experience in a GMP Quality Control Laboratory.
- Possess a strong understanding of the requirements of sample receipt and inventory management in a GMP laboratory.
- Excellent oral and written communication skills with strong technical writing experience required.
- Able to work independently and effectively within the group, within Quality, and across the site.
- Ability to work in both paper based and electronic laboratory information management systems.

The salary for this position is expected to range between \$32.10 and \$59.61/hour. 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.

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: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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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
Quality

地点
USA

状态
North Carolina

站点
Durham

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

Functional Area
Quality

Job Type
Full time

Employment Type
Regular

Shift Work
No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||  
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =  
document.getElementById("kalturaPlayer6980f2104b63c771726837"); var mediaContainer =  
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";  
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =  
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles  
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var  
finalWidth = parseFloat(parentStyles.width); if (finalWidth < originalWidthValue) { config = { targetId:
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"kulturaplayer6980f2104b63c771726837", provider: { widgetId: "10m7rm1pm", partnerId: "2076321", uiConId: "55802022" }, playback: { autoplay: false, autopause: false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: { disable: true }, "playkit-js-transcript": { position: "right", // Default: bottom; ( 'left', 'right', 'top', 'bottom' ) enable transcript. expandMode: "over", // Default: alongside; ( 'alongside', 'hidden', 'over' ) expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable: true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get: KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true }; config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true }; config.ui.uiComponents = []; config.plugins.googleTagManager = {}; config.plugins.googleTagManager.customEventsTracking = {}; config.plugins.googleTagManager.containerId = 'GTM-57RJQ5'; config.plugins.googleTagManager.customEventsTracking.custom = []; config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents: false, playlistEvents: false, castEvents: false } };
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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1dgvmafo"}); setTimeout(() => { setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) { players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => { players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause === 'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }
```



VIDEO

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