

## Process Specialist

Job ID  
REQ-10078280

7月 20, 2026

T ü rkiye

### 摘要

#### Job Description Summary

You will have the opportunity to apply your expertise at the frontline of delivering high-quality pharmaceutical products to patients.

As a Process Specialist, you will play a central role in Novartis manufacturing operations by:

- Supporting daily production activities
- Solving process-related issues
- Driving continuous improvement initiatives

This position requires close collaboration across multiple functions to:

- Strengthen quality standards, productivity, and compliance
- Contribute to a safe and high-performing operational culture

## About the Role

Major accountabilities:

Process Specialist is responsible for the daily management of the production team in shifts and ensures that manufacturing activities are executed safely, efficiently and according to plan, in full compliance with HSE and GMP requirements.

This role combines:

- People management
- Operational coordination
- Quality oversight
- Continuous improvement

within a regulated manufacturing environment

- Provide frontline technical support for process-related issues in daily manufacturing operations
- Support the manufacturing team during:
  - New product introduction
  - Process changes
- Drive continuous improvement initiatives to enhance quality and productivity
- Ensure strict adherence to safe and compliant execution of production activities in line with:
  - Production plans
  - Good Manufacturing Practice (GMP)
  - Standard Operating Procedures (SOPs)
  - HSE guidelines
  - Internal guidelines
- Collaborate closely with cross-functional teams to:
  - Manage quality deviations
  - Implement corrective actions
- Support regulatory inspections and audits, ensuring consistency between manufacturing practices and documentation
- Lead, coach, and motivate the production team during the shift; act as the first point of contact on the shop floor
- Establish and monitor clear task allocation, including:
  - Staffing levels
  - Break planning
  - Absence management
  - Shift organization
- Oversee production quality and documentation, including:

- Batch record review
- Logbooks
- Administrative follow-up
- Support management of:
  - Deviations
  - Complaints
  - OOS (Out-of-Specification)
  - OOE (Out-of-Expectation)
  - CAPA actions
 and collaborate with relevant stakeholders during investigations
- Escalate and support resolution of operational or technical issues to ensure production continuity
- Contribute to talent development, including:
  - Training
  - Coaching
  - Performance management
  - Succession planning
- Actively contribute to:
  - Continuous improvement
  - Efficiency gains
  - Audit readiness
  - Cross-team collaboration
- Manage Tier-1 meetings with shift operators prepare and distribute shift reports.
- Provide front line expert support for all process-specific issues to production
- Key user responsibilities for all Manufacturing Systems (WERUM PAS-X MES, SAP S4HANA, Serialization (OPTEL) & Aggregation (AGE))
- Coordinate and ensure the completion of all production operations on time, in accordance with the documentation and in compliance with GMP, SSE and 5S rules Operation Schedule.

#### Key performance indicators:

- Achieve plant KPIs , (PSP, Volume, BOMA, ROA, On time Compliance Activities, TPT, On Batch Record Review and Deviation Management , POV )
- Adherence to the production plan, achieving line OAEs and yield targets
- Adherence to the GMP and HSE rules

#### Essential Requirements

- Minimum 2 years of relevant experience in a manufacturing environment
- Technical education or equivalent industrial manufacturing experience;
  - Pharmaceutical /Chemical manufacturing processes
  - Equipment used in production
  - 5S & Lean Production and Kaizen Knowledge
- Strong knowledge of:
  - GMP
  - Quality systems
  - Compliance requirements
- Strong analytical and problem-solving skills

- Strong Communication Skills
- Ability to work in shifts effectively with diverse teams
- Good command of English (for communication and documentation)
- Ability and willingness to work with English documentation
- Proven experience in:
  - Team coordination
  - People management
  - Performance monitoring
- Strong focus on:
  - Quality
  - Safety
  - Collaboration

#### Skills:

- Data Analytics
- Digital skills
- General HSE Knowledge
- GMP Knowledge
- Process excellence
- Resilience

#### Languages:

- English
- Turkish (Local Language)

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 \(PDF 30 MB\)](#)

部门  
Operations

Business Unit  
Production / Manufacturing

地点  
T ü rkiye

站点  
İ stanbul Kurtk ö y

Company / Legal Entity  
TR01 (FCRS = TR001) Novartis Sa ğ l ı k, G ı da ve Tar ı m Ü r ü nleri San. Ve Tic. A. Ş .

Functional Area  
Technical Operations

Job Type  
Full time

Employment Type  
Temporary (Fixed Term)

Shift Work  
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a9af0a76ffea428052228", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
```

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{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { 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 } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
_thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // _thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kaltura_dataLayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }
```

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