

# AS&T Hub Team Coordinator

Job ID  
REQ-10018618  
Sep 03, 2024  
Türkiye

## Summary

-This position is responsible for the manages Quality aspects&projects within area of responsibility. He/she supports analytical investigations, validation, remediation, transfer and implementation of analytical methods. He/she works cross-functionally with MSandT(Manufacturing Sciences and Technology), Development and the Novartis networks to ensure the success of assigned projects.

## About the Role

### Major accountabilities:

- Manage Quality AS&T Hub aspects & projects within area of responsibility
- Ensure and supports overall GxP conformity & Compliance with the Novartis Quality Management Systems
- Oversight of all Analytical Science & Technology Hub activities including method development, method validation and method transfer, ensures compliance with cGxP, incl. data integrity & eCompliance
- Life-cycle management of analytical methods, including control of method performance, pharmacopoeia and health authority compliance and definition of method improvements
- Resource and capacity (people and equipment) planning and workload management
- Coordination and leadership of departmental operational activities
- Line responsibility & daily walkthrough
- Lead OpEx Projects
- Investigation of Deviation, OOX, Complaints
- Define and implement CAPAs
- Track team metrics and ensure KQI/KPI meet requirements
- SOP review & revision

### Minimum Requirements:

University degree in Pharmacy, Chemical Engineering or Chemistry

- Minimum 5 years of Analytical Laboratory experience with equipments e.g. HPLC, GC, UV/Vis and Wet Chemistry preferably at a pharmaceutical company
- Proven experience in team leadership and performance management
- Knowledge of cGMP& cGLP and basic SAP
- Ability to work in a fast-paced changing environment
- Team working and customer oriented mindset
- Good analytical thinking skills
- Strong interpersonal written and verbal communication skills
- Good knowledge of MS Office applications
- Good command of English is required

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:  
<https://talentnetwork.novartis.com/network>

**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>

Division

Operations

Business Unit

Innovative Medicines

Location

Türkiye

Site

İstanbul Kurtköy

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

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

Job ID

REQ-10018618

## **AS&T Hub Team Coordinator**

[Apply to Job](#)

---

**Source URL:** <https://prod1.adacap.com/careers/career-search/job/details/req-10018618-ast-hub-team-coordinator>

### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/stanbul-Kurtky/AS-T-Hub-Team-Coordinator\\_REQ-10018618](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/stanbul-Kurtky/AS-T-Hub-Team-Coordinator_REQ-10018618)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/stanbul-Kurtky/AS-T-Hub-Team-Coordinator\\_REQ-10018618](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/stanbul-Kurtky/AS-T-Hub-Team-Coordinator_REQ-10018618)