

Senior Specialist, Lab Operations

Job ID
REQ-10040592
Mar 12, 2025
USA

Summary

Position is on-site in Cambridge, MA

#LI-Onsite

The Biologics Research Center (BRC) is accommodated within the Biomedical Research (BR). BRC, in collaboration with the disease areas (DA) and technical expert groups, builds the future biologics therapy pipeline of Novartis through the discovery and creation of new antibody, protein, nucleic acid and virus-based molecules.

We are seeking a highly motivated Senior Specialist to join Operation team within Biologics Research Center (BRC) in Cambridge

About the Role

Your Key Responsibilities:

- Manage the daily lab operations, ensuring both safety and quality standards are met.
- Serve as point of contact for BRC Scientist for Lab Operations related questions.
- Collaborate with internal stakeholders, including Facilities, IT, Health Safety and Environment and Procurement, to ensure seamless coordination and alignment of lab operations.
- Coordinate day-to-day lab operations, including equipment maintenance, consumables, safety, lab moves, and facilities, within the department.
- Serve as a BRC Cambridge point of contact for Scientific Research Operations, Health Safety and Environment, Facilities, Procurement, IT, and other BR support functions.
- Contribute to timely and effective implementation of all site-specific and global operational requirements (e.g., SOPs, initiatives) from BR support functions.
- Manage HSE-related activities at BRC, including scheduling, joining tours, follow-up, and recording in ENABLON tracking system.
- Manage the inventory of lab equipment collaborating with ULS. Coordinate PM, repair and disposition.
- Serve as point of contact for lab gases, consumable POU, glassware POU, and chemical stock room.
- Manage purchases and logistics of LVA (Low Value Assets).
- Assist with CAPEX (Capital Equipment) purchases and logistics.
- Ensure proper equipment management, act as a liaison to the lab equipment management team (LEM) and maintain an accurate inventory of BRC equipment.
- Manage lab space allocation for new and existing scientists and resolve space and facilities issues.
- Coordinates routine cleaning of the lab space.
- Attend Cambridge Logistics Meeting as the BRC delegate.
- Contribute to Process Excellence initiatives across BR Cambridge.

Role Requirements:

- Bachelor's degree with a minimum of 2 years of experience in a lab operations capacity or Bachelor's degree in a scientific discipline with a minimum of 5 years of experience working in a biology or chemistry research environment, preferably with some operational responsibilities.
- Customer-oriented mentality and experience supporting others, with a track record of building relationships and engaging colleagues in their work.
- Analytical and Problem-solving Skills: Able to troubleshoot critical issues or problems and resolve routine issues using appropriate information.
- Strong organizational and communication skills, with an attention to detail. Ability to express oneself clearly and concisely
- Good skills in Excell, and ideally in AI basic tools (such as Co-pilot)

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$77,000-\$143,000; *however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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>

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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.

Division

Biomedical Research

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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