

# AS&T Hub Team Coordinator

Job ID  
REQ-10018618  
Sep 03, 2024  
Türkei

## Zusammenfassung

-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

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Abteilung

Operations

Business Unit

Innovative Medicines

Ort

Türkei

Website

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

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