# **U** NOVARTIS

# Shift Lead

Job ID REQ-10030014 Nov 14, 2024 Singapur

## Resumen

The shift lead for shared function is responsible for managing the team to carry out the manufacturing operations according to production schedule in compliance with HSE and GMP rules.

# About the Role

#### Key responsibilities:

- Represent production management to the team members and promote Novartis values and behaviour within the team. Promote and drive HSE and Quality culture.
- Actively participate to the talent agenda: Leads people processes through recruitment, training, coaching and performance to meet all operation requirements sustaining manufacturing unit competitiveness and diversity.
- Identify performance issues and take appropriate action. Monitor the achievement of the objectives and career development, conduct performance appraisal with the team.
- In case of technical issues, mobilize the team to identify and set up quick remediation solutions, or notify the Process Team lead or the on-call Expert after having performed a first level investigation and propose solutions to be validated by the responsible person.
- Facilitate / Coordinate, in collaboration with Quality Assurance, the upgrading, and the improvement of Quality by verifying the practical application on the shop floor
- Be responsible for the compliance to the principles and practices described in the "Novartis Manufacturing Manual" and their implementation on the site for his area.
- 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
- Manage / participate in continuous improvement projects in line with strategic objectives and ensure communication and involvement of technicians and support functions

#### **Essential requirements:**

 Minimum 5 year experience in chemistry / food / pharmaceuticals / biotech / aseptic manufacturing or development

- Min. 2 year experience in a coordination role in GMP environment
- Technical education is required; University degree / Diploma in Science is desirable, Pharmacy or Chemical Engineering, Pharmaceutical Technology or equivalent job experience
- Proven experience in manufacturing processes, preferably in a new product implementation or process improvement role within a manufacturing environment
- Strong analytical and problem-solving skills, with keen attention to detail
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with crossfunctional teams
- Ability to adapt to a dynamic and fast-paced work environment.
- Proficient and fluent in English

**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? <a href="https://www.novartis.com/about/strategy/people-and-culture">https://www.novartis.com/about/strategy/people-and-culture</a>

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División Operations **Business Unit** Innovative Medicines Ubicación Singapur Sitio Tuas South Avenue Company / Legal Entity SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd **Functional Area Technical Operations** 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.

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### Shift Lead

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