

Training Logistics Specialist

Job ID
REQ-10040981
Feb 24, 2025
Estados Unidos

Resumen

This position will be located at Morris Plains, NJ and will not have the ability to be located remotely.

This role is responsible for the coordination and logistics supporting delivery of the technical and aseptic training associated with the entire Cell and Gene Therapy Organization (CG&T) manufacturing program. This role provides structure for the ordering of supplies and materials, upkeep of the training environment, and interface with department stakeholders to ensure successful coordination of training activities including training scheduling, monitoring manufacturing employee training progress, and measuring of training metrics.

#LI-Onsite

Key Responsibilities:

MAINTENANCE OF THE TRAINING ENVIRONMENT

- Maintain an effective inventory of supplies and materials as aligned with business needs
- Maintain costs and control costs associated with supplies and materials
- Create synergies between other departments regarding the ordering or use of supplies and materials to reduce costs
- Manage day-to-day logistics requirements including restocking and maintenance of the training environment (implementing and maintaining 5s inventory principles, safety walkthroughs, audit readiness, equipment migration)
- Liaise with responsible teams to ensure equipment is maintained for training execution

TRAINING & CAPABILITY COORDINATION

- Ensure seamless coordination of manufacturing employees through the onboarding, initial training, and requalification training stages
- Ensure alignment between Training, stakeholders and PU business goals.
- Create training schedules that ensure personnel are trained and requalified in a timely fashion.
- Coordinate the execution strategy of the Operator Qualifications and optimize its processes.
- Maintains the training status and communicates progress to Department Management.
- Upkeep of PU training metrics and forecast as necessary

About the Role

Desirable Requirements:

- High school diploma or equivalent with 3+ years of work experience in the pharmaceutical industry or equivalent. Bachelor's degree with at least 2 years of work experience in the pharmaceutical industry.
- 2+ years of related pharmaceutical experience preferably in a production, QA, QC, or Supply Chain

related role preferred.

- Direct experience working in a GMP and aseptic or sterile environment is desired.
- Training certifications in the areas of Adult Learning, Measurement and Evaluation, are highly desirable.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$77,000 and \$143,000/year; ***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.

Company will not sponsor visas for this position.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

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.

Operations
Business Unit
Innovative Medicines
Ubicación
Estados Unidos
Estado
New Jersey
Sitio
Morris Plains
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No
[Apply to Job](#)

Job ID
REQ-10040981

Training Logistics Specialist

[Apply to Job](#)

Source URL: <https://prod1.adacap.com/careers/career-search/job/details/req-10040981-training-logistics-specialist>

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. <mailto:us.reasonableaccommodations@novartis.com>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Morris-Plains/Training-Logistics-Specialist_REQ-10040981-1
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Morris-Plains/Training-Logistics-Specialist_REQ-10040981-1