

# Shipping and Receiving Specialist

Job ID  
REQ-10040987  
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Etats-Unis

## Résumé

The Shipping and Receiving Specialist is responsible for keeping GMP records of all materials and products received, stocked, packaged, and shipped at the Indianapolis manufacturing facility. They are responsible for providing the correct materials to the production team and finish goods to couriers inclusive of appropriate labeling within scheduled time frames, and in accordance with local Novartis, site procedures and policies. They will also maintain the correct inventory levels for the manufacturing site.

Location: Indianapolis, IN #LI-Onsite  
Shift: 6am-6pm Thursday-Sunday

## About the Role

### Key Responsibilities:

- Accurate and timely data entry for GXP documents and ERP transactions.
- Coordination of shipping, receiving, storage and processing of goods including but not limited to performing periodic inventory counts and reconciliation of discrepancies and staging of material for production purposes.
- Load and unload trucks using industrial equipment and transfer of material to proper storage areas.
- Inspect and verify material, labels and documents for completeness and accuracy.
- Actively participate and support all site and team projects and initiatives, including cross functional team projects to create Standard Operating Procedures, Scopes of Work, Training, and other tasks.
- Ability to operate all applicable radiation detection equipment.
- Complete applicable required job specific training, cGMP, HS&E, Dangerous Goods, etc.
- Support the ordering and maintaining inventory of warehouse supplies in conjunction with supply chain.
- Coordinate the pickup and destruction of both Non-hazardous waste and hazardous waste.
- Utilize computer systems to reconcile and track materials: MS Dynamics 365, UPS, FedEx, etc.
- Able to lift up to 60 pounds.
- Will cross train on packaging operations.
- Be able to record neat and accurate documentation.
- Operation of Company owned/leased vehicles and Powered Industrial Trucks.

### Essential Requirements:

- High School Diploma or equivalent degree required
- 1 yr. in Distribution, Warehousing, Manufacturing, experience in a regulated industry. Hazardous shipping

training a plus.

- Must be able to work in a flexible schedule, supporting a 24X7 production operation.
- Proficient Microsoft Office and Computer skills.
- Knowledge of procurement/inventory management systems and procedures.
- Excellent customer service skills; displays a professional can-do attitude.
- Ability to perform duties with the highest regard for safety, quality, and site protocols/policies/procedures.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$24/hour and \$44.57/hour; *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.

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### **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](mailto: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.

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