

## Supervisor, Warehouse

Job ID  
REQ-10028042

11月 12, 2024

USA

### 摘要

The Supervisor, Warehouse, oversees Warehouse Associates on their shift. This is a working supervisor role responsible for making warehouse decisions and addressing or resolving issues based on experience, written procedures and analytical analysis.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. This is an onsite position M-F shift 7a-3:30p

### About the Role

Responsibilities:

- Oversee the Warehouse Associates with day-to-day tasks and goals to support manufacturing and labs.
- Managing Dispensing Operations

- Manages schedules (vacation/sick days/etc.).
- Communicating/assigning tasks within their shift and to relay issues or updates to the Warehouse Manager.
- Trains and coaches staff and conducts annual performance reviews including goal setting, scheduling and monitoring progress of work and assignments/projects.
- Maintains inventory accountability and investigates any variances.
- Supports receiving and shipping activities, along with issuing, kitting, cycle counting and waste flow.
- Ensures coordination between multiple warehouses shifts focusing on proper staffing and inventory movements.
- Ensures efficient shift changes by effectively communicating with other Supervisors and Associates during transition.
- Other related job duties as assigned.

#### Requirements:

- B.S. degree in supply chain, engineering, science, business or other relevant field with 2+ years GMP/Pharma warehouse experience preferred; OR 5 years of GMP/Pharma warehouse experience preferred; OR 2 years relevant experience with Novartis Gene Therapies warehouse.
- 2 years supervisory experience required.
- Experience with viral gene therapies and/or orphan disease indications is a plus.

The pay range for this position at commencement of employment is expected to be between \$38.46 and \$ 57.69 Hourly; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. 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. You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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#### EEO Statement:

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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.

部门  
Operations

Business Unit  
Innovative Medicines

地点  
USA

站点  
Durham

Company / Legal Entity  
U473 (FCRS = US473) Novartis Gene Therapies

Functional Area  
Technical Operations

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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