

## QC Sample Management Technician (Wed - Sat AM)

Job ID  
REQ-10040065

2月 19, 2025

USA

### 摘要

The QC Sample Management Technician reporting to the QC Supervisor - Sample Management will support lab operations by performing routine sample management to support Quality Control (QC) Analytical laboratories

### About the Role

Major accountabilities:

### Position Summary

- Support lab operations by performing routine QC in-process and release test sample and QC retain sample management to support Quality Control (QC) Analytical laboratories.

## Core Responsibilities

- QC sample / retains sample handling including receipt, registration, storage, distribution and destruction
- Delivering samples to QC laboratories for testing as required
- Preparation of samples for shipment
- Performing sample inventory and disposal
- Ensure samples and materials are appropriately labelled and maintain sample tracking, labelling and chain of custody records in accordance with regulatory requirements and written procedures.
- Maintain the Sample Retain inventory room, refrigerators, and freezers.
- Ensure that Sample Retains are stored in appropriate locations.
- Ensures adequate storage areas are available in each sample storage area.
- Ensure Sample Retains are readily available for Shipping with proper documentation. Prepare for shipping testing to contract labs for chemistry and microbiology samples.
- Dispose of Sample Retains in accordance with cGMP regulations after retention time has passed.
- Organize Sample Retains by lot/batch number, documenting the storage location in logbooks/excel for ease of retrieval.
- Performs other related duties as assigned.

## Continuous Improvement

- Drive a culture of continuous improvement and proactively identify opportunities for efficiency enhancements and process improvements within the Quality Control procedures.

## Collaboration

- Interacting with outside customers and functional peer groups
- Communicate effectively with management regarding task completion, roadblocks, and needs.
- Support investigation of sample management-related issues: Work together with QA and Investigation/Compliance personnel and with stakeholders on addressing any non-compliance or sample management-related deviations, implementing corrective actions, and documenting findings.

## Compliance

- Ensure that sample management activities are completed in compliance with all applicable procedures, standards and GMP regulations.

## Key Performance Indicators

- Timely delivery on commitments with and departmental KPIs
- Timely responses and solutions to training-related issues
- Efficient and flexible usage of the available resources

- Compliance to all relevant company policies and guidelines
- Exhibiting core Novartis values and behaviors and fostering these within the team

## Ideal Background

### Education:

- HS diploma, Associate 's degree, Biotechnology certificate, or Bachelor 's degree in biology, chemistry, or other related degree concentration

### Languages:

- English

### Experience:

- 0-2 years of experience in a cGMP environment / commercial manufacturing.
- Experience in a regulated GMP environment, preferably within QC operations in a cell therapy company.

### Skills:

- Experience with handling Liquid Nitrogen (LN2) samples
- Experience with use and routine maintenance of sample handling equipment including BSCs, refrigerators, freezers and LN2 storage tanks.
- Experience with pipetting and aliquoting
- Experience with electronic laboratory management systems (such as LIMS)

## Competency Profile

- Strong communication skills for interacting with a variety of collaborators and partner groups
- Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude
- Must demonstrate flexibility in adjusting to changing priorities and schedules.
- Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with company policies
- Ability to function in a rapidly changing environment & handle multiple priorities.
- Ability to collaborate cross functionally to drive operational and quality excellence.
- Advanced organizational and time management skills.
- Communicate effectively with management regarding task completion, roadblocks, and needs.
- Customer service mindset
- Continuous improvement mind frame
- Highly organized with an attention to detail

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The pay range for this position at commencement of employment is expected to be between \$63,600 and \$118,200/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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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部门

Operations

Business Unit

Innovative Medicines

地点

USA

状态

New Jersey

站点

Morris Plains

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

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