

## Warehouse Specialist (Fri-Mon 6am-4:30pm)

Job ID  
REQ-10045376

4月 05, 2025

USA

### 摘要

Ensures the proper handling of raw materials and products in the warehouse -Prepares the shipping according with the orders received -Updates the SAP database

### About the Role

Location: This position is on-site in Morris Plains, NJ

Hours: This is an hourly, non-exempt position.

Weekend Shift - Friday - Monday 6:00am-4:30pm

\*This shift receives an additional shift differential separate from the offered hourly rate.

### Major accountabilities:

- Ensures the proper handling of raw materials and products in the warehouse -Prepares shipments according to NVS and GMP standards
- Coordination of shipping, receiving, storage and processing of goods. May include imports/exports.
- Unbossed mindset.
- Keeping the warehouses orderly and audit ready at all times.
- Load and unload trucks using industrial equipment.
- Inspect and verify material, labels and documents for completeness and accuracy
- Transfer material to proper storage areas.
- Movement of materials with accuracy and in accordance with SOPs to ensure continuous production.
- Ability to work in a variety of climate-controlled environments from refrigerated areas to freezer areas.
- Ability to continuously repalletize a variety of materials and various weights with 100% accuracy on labeling those components.
- Work well under pressure and with minimal supervision.
- Willingness to shift around priorities and accomplish a variety of tasks per shift.
- Daily cycle counting of materials based upon classification.
- Keeping up with deliveries and booking them into the ERP system in a timely fashion.
- Ability to adapt and work with accordance with guidelines in a dynamic environment and an unbossed mindset to own decisions when needed.

### Key performance indicators:

- Inventory
- Month end reporting
- Warehouse occupancy
- Knowledge of cGMP regulations and FDA guidance applicable to biologics and cell therapy manufacturing.
- On time goods receipts

### Minimum Requirements:

- Supply Chain/Warehousing Experience
- ERP System (SAP/S4/Etc.) strongly desired
- Work in a warehouse environment, mostly standing and walking to complete tasks.

### Work Experience:

- Operation in Pharma/Regulated industries
- Ability to work on problems
- Forktruck experience a plus

### Skills:

- Inventory Accuracy
- cGxP .
- Motivated, self-starter

Languages:

- English

Why Novartis: Our purpose is to reimagine medicine to improve and extend people ' s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

The pay range for this position at commencement of employment is expected to be between \$41,100 and \$76,300/year; however, while salary ranges are effective from 1/1/24 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

You ' ll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

Handbook. <https://www.novartis.com/careers/benefits-rewards>

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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](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

状态  
New Jersey

站点

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-10045376

Warehouse Specialist (Fri-Mon 6am-4:30pm)

[Apply to Job](#)

---

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10045376-warehouse-specialist-fri-mon-6am-430pm>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://talentnetwork.novartis.com/network>
6. <https://www.novartis.com/careers/benefits-rewards>
7. <mailto:us.reasonableaccommodations@novartis.com>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Morris-Plains/Warehouse-Specialist--Fri-Mon-6am-4-30pm-REQ-10045376-1>
9. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Morris-Plains/Warehouse-Specialist--Fri-Mon-6am-4-30pm-REQ-10045376-1>