

Shipping and Receiving Specialist

Job ID
REQ-10046641

4月 01, 2025

USA

摘要

At Advanced Accelerator Applications, a Novartis company, we are committed to leading innovation in nuclear medicine and delivering the next generation of targeted radioligand therapy to cancer patients. We are looking for experienced Manufacturing professionals to help us reach our ambitious goals.

The Shipping and Receiving Specialist is responsible for warehouse operations, shipping/receiving, and inventory management (receipt, stocking, replenishment etc.).

This role is located on-site in Millburn, NJ. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

The shift for this role is Tuesday through Saturday (430pm - 1am)

About the Role

Major accountabilities:

- Accurate/timely data entry
- Provides on the floor training/re-enforcement of lean principles.
- Follow-up communication to resolve outstanding issues with internal and external customers.
- Coordination of shipping, receiving, storage and processing of goods. May include imports/exports.
- Lead teams to assure inventory accuracy.
- Load and unload trucks using industrial equipment.
- Inspect and verify material, labels and documents for completeness and accuracy.
- Transfer material to proper storage areas.
- Work with maintenance staff scheduling PM 's for the warehouse equipment.
- Ability to operate all applicable warehouse computer systems.
- Be able to cross train in other warehouse and final product shipping functions.
- Be able to record neat and accurate documentation.
- Actively participate and support all site and team projects and initiatives.
- Act in accordance with Novartis values and behaviors.
- Complete applicable required job specific training, cGMP, HS&E, Dangerous Goods, etc.
- Support the ordering of warehouse supplies.
- Coordinate the pickup and destruction of both Non-hazardous waste and hazardous waste.
- Departmental SME, representing department and participating in customer and internal tour.
- Familiar and capable of using MS office suite.
- Utilizes computer systems to reconcile and track materials: MS Dynamics 365, UPS, FedEx, etc.

The pay range for this position at commencement of employment is expected to be between \$55,000 to \$102,200 a 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.

Minimum Requirements:

- High School diploma or equivalent, College degree preferred.
- 3+ years of relevant experience in Distribution, Warehousing, Manufacturing experience in a regulated industry.
- Excellent communication skills.

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>

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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.

部门

Operations

Business Unit

Innovative Medicines

地点

USA

状态

New Jersey

站点

Millburn

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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