

Operation Manager- Lab Supply Management

Job ID
REQ-10045080
Mar 30, 2025
USA

Summary

The Lab Supply Management function is situated in the Global Lab Supply Management & Shared Services (LSM&SS), that is within the Global Lab Solutions & Scientific Services (GlaSSS) Function of Scientific Operations (SO). SO is responsible for providing integrated programs and services that support our scientific community and has a mission to enable the Biomedical Research's (BR) lab scientists to focus on science in the lab through data-driven, sustainable operational excellence and innovation.

As a key member of the Global LSM&SS team, you will be responsible for ensuring the success of the LSM global sub-function by optimizing supply chain models and implementing efficient supply management solutions, driving operational excellence and collaboration with stakeholders.

About the Role

Key Responsibilities:

Lab Supply Management Service oversight:

- Create the campus supply chain strategy for main lab supplies (consumables, reagents, lab gases, etc.).
- Collaborate with third-party service providers to ensure they meet operational support requirements and maintain service levels.
- Conduct regular reviews and evaluations of third-party performance, ensuring they meet predetermined criteria and operational support needs. Ensure that third-party service providers comply with safety regulations and standards, maintaining a safe working environment

Inventory Management:

- Oversee the management of lab supplies, ensuring consistent stock levels and preventing shortages or overstocking.
- Monitor logistics and analyze data from shipping and delivery processes to identify bottlenecks and other issues.
- Resolve issues that arise (e.g., delays in delivery, accidents) and facilitate communication between internal functions and vendors to address any operational support issues and ensure smooth operations.

Process Improvement:

- Identify potential areas for improvement in the supply chain and implement best practices to enhance efficiency and reduce costs
- fosters a culture of continuous improvement by encouraging team members to propose and implement process improvements. This includes optimizing supply chain models and ensuring the effective

management of lab supplies

Stakeholder Collaboration:

- Work closely with lab managers, scientists, and other stakeholders to ensure their needs are met and to support scientific operation
- Coordinates efforts between different departments and external partners to ensure that lab supply management services meet the operational support requirements and maintain service levels

Role Requirements:

- A Bachelors degree in a relevant field such as Biomedical Sciences, Biology or Chemistry is essential. Advanced degree preferred
- English, fluent written and spoken, additional foreign languages considered a plus.
- Technical Expertise: In-depth knowledge of laboratory operations and research supply chain management. Previous experience working in a lab management role, ideally in a research laboratory environment within a pharmaceutical company
- Vendor Management Knowledge: Proven experience in managing third parties and onsite service providers.
- Process Excellence: in-depth knowledge of continuous improvement methodologies such as Lean, Six Sigma, with a proven track record of identifying and implementing effective process improvements. certification is a plus
- Project Management Skills: Experience in managing complex projects, including planning, execution, and monitoring. Project Management Professional (PMP) could be beneficial
- Analytical Skills: Ability to analyze data and make informed decisions to optimize lab operations
- Global experience highly desired

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$98,700 and \$183,000/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

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Division

Biomedical Research

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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