

# Supervisor, Manufacturing Support

Job ID  
REQ-10045685  
Apr 01, 2025  
USA

## Summary

The Manufacturing Support Supervisor is responsible for the Work Cell daily operations, specifically to direct and manage operations related to the dispensary area responsibilities, inventory management, and other duties required to support the core functions. The supervisor ensures the schedule adherence of value stream support tasks with a focus on safety, high quality, compliance, efficiency, and in a cost effective manner.

Location: Morris Plains, NJ, LI-Onsite

Shift: 1st, Sunday-Wednesday

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

## About the Role

### Key Responsibilities:

- Ensures the Work Cell achieves targets for Quality, Safety and Productivity
- Lead and facilitate daily Work Cell meeting
- Administering schedule and personnel adjustments as necessary to properly staff the Dispensary across all shifts
- Maintains an “audit ready” area. Assist with internal pre-audits walkthroughs, CGMP housekeeping and general organization and upkeep of manufacturing spaces
- Maintains a controlled inventory by ensuring all manufacturing Associates understand impact of material accuracy and leading monthly cycle counts to reconcile potential issues
- Maintaining a daily physical presence with direct reports on and off the shop floor to supervise, coach, and support
- Ensure Associates are demonstrating the proper GMP behaviors
- Responsible for successful on time completion of required training curriculum comprising of the necessary Global Operating Procedures (GOPs), Standard Operating Procedures (SOPs) of his/her team
- Adhere to all SOPs, cGMPs, and safety rules and regulations and ensure Associates are executing tasks per approved policies and applicable procedures
- Possesses basic technical knowledge and background for value stream support related responsibilities (kitting, materials management, material flow)
- Proficient in the use of production related IT systems such as SAP, LIMS, MES, Cell Chain, ESOPs, AGILE, 1QEM
- Coordinate, monitor, and improve production process in conjunction with Manufacturing Team and Operational Excellence Program (OpEx)

- Supports quality events to facilitate fast and robust resolutions, and in accordance with set due dates
- Work with team to resolve tactical issues and facilitate Corrective Actions and Preventive Actions (CAPAs)
- Support Associates to achieve their annual objectives
- Provide support to all employees in the area to ensure they are equipped with all tools, training and documentation to perform their tasks
- Act in accordance with Novartis Values & Behaviors
- Foster & support a team culture that is curious, inspired, and unbossed
- Routinely recognize and reward Associates who demonstrate exceptional behaviors.
- Manage any disciplinary actions (including PIP's) with direct reports
- Participate in team member hiring Compiles area metrics, reports, and performance levels as required. This may include reporting to higher level Management

### Essential Requirements:

- Bachelors' Degree, preferably in Life Sciences, chemistry, or related relevant degree preferred. In lieu of degree, at least 4years of equivalent experience in pharma manufacturing operations considered.
- 1 years Lead/supervisor experience preferred
- 2 years cGMP manufacturing experience required, with supply chain or logistics experience highly desirable
- Proven process understanding (Pharma, GMP, Regulatory aspects).
- Project management, Operational Excellence, Product/Process Development or Regulatory experience a plus

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$77,000-\$143,000/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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<https://www.novartis.com/about/strategy/people-and-culture>

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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](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.

Division

Operations

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

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

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