

# Equipment Operator

Job ID

REQ-10052005

May 13, 2025

China

## Summary

~设备操作员

~根据生产计划执行分配的生产任务和活动，使产品能够按照相关的 GMP、安全和环境准则及时生产出保质保量的产品。

~服务运营商

~根据相关的 GMP、安全和环境准则，根据生产计划执行分配的生产任务和活动。

根据生产流程和进度开展日常运营支持活动，实现产品质量和数量的及时生产

~文档专家管理员

~文档专家管理管理 GMP 制造文档和批次记录版本的修改、编辑、分发、审查和归档，以便在质量和期限内将其交付给生产。文档专家管理员确保为该单位的正常运作提供一套必要的行政任务。

## About the Role

### Major accountabilities:

- Equipment Operator -Participation to the manufacturing processes -Execution of all assigned activities according to production schedule and in compliance with the valid GMP, work, operating, environmental and safety instructions and guidelines.

### Key performance indicators:

- Deadlines: compliance with production planning, execution of tasks on time -Quality: Amount of errors in production documents edited or updated and in batch record review -Time management for shop floor where required

### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution.
- Collaborating across boundaries.
- Functional Breadth.

#### Skills:

- Transportation.
- General HSE Knowledge.
- Knowledge of GMP.

- Art Curator.
- Transportation Classification (i.e. IATA or DOT) expertise.
- Manufacturing Process Execution.

#### Languages :

- English.

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Division

Operations

Business Unit

Innovative Medicines

Location

China

Site

Changping County (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Technical Operations

Job Type

Full time

Employment Type

正式

Shift Work

No

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