

# QC Analyst I

Job ID  
REQ-10048887  
Apr 24, 2025  
Singapore

## Summary

-Supports all activities within the assigned Quality department. Contributes to the implementation, maintenance, and execution of the assigned Quality and/ or Laboratory Systems in an effective and compliant manner.

## About the Role

### Key Responsibilities:

- Provides technical and/ or administrative support to the Quality Organization.
- Performs simple, routine, repetitive activities as directed by supervisor.
- Follows Standard Operating Procedures (SOPs) and/or Laboratory Methods in an effective and compliant manner.
- Provides assistance in the preparation of documents (e.g. reports, records, presentations).
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Essential Requirements:

- QC Testing
- Collaborating across boundaries.
- Operations Management and Execution.
- Knowledge of GMP and laboratory equipment.

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Division  
Operations

Business Unit  
Innovative Medicines  
Location  
Singapore  
Site  
Tuas South Avenue  
Company / Legal Entity  
SG12 (FCRS = SG012) Novartis Singapore Pharmaceutical Manufacturing Pte Ltd  
Functional Area  
Quality  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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