

# Warehouse Specialist

Job ID  
REQ-10075480  
апр 14, 2026  
CША

## Сводка

Location: Durham, US #onsite

### Role Purpose:

Responsible as a specialist for warehouse logistics while meeting Pharmaceutical Regulatory and Corporate Guidelines.

Novartis will not sponsor visas for this position.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Major accountabilities:

- Responsible to receive, store and issue materials, ensuring accuracy and compliance with specifications such as storage condition.
- Perform and maintain accurate, timely and neatly written and electronic documentation.
- Responsible for inventory management and control including maintenance of material inventory levels and ordering as needed to ensure uninterrupted supply of materials.
- Expedite and adjust orders as necessary to accommodate the evolving needs of the business.
- Organize and optimize warehouse storage in accordance with established systems and processes and ensure all inventory items are accurately documented within the business tool system and aligned with physical location.
- Track all raw materials from the time of purchase through to receipt, ensuring complete visibility and accountability.
- Conduct regular inventory cycle counts to ensure ongoing accuracy and reliability of inventory data.
- Oversee the shipping of all materials from TRD Labs, including hazardous, export, and temperature-sensitive shipments.
- Maintain accurate data within the ERP system, focusing on invoice and vendor management to streamline operations, including the resolution of invoicing issues and updates to vendor data.
- Maintain warehouse and work areas in clean and organized conditions for inspection readiness.
- Complete all required job specific trainings and adhere to rules, regulations and requirements. Cross train other associates.
- Ability to learn and operate applicable computer systems, including but not limited to ESOPS D2, SAP, SRM R2, etc. Familiar and capable of using MS office suite.
- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.
- Must work in accordance with all safety requirements (OSHA), cGMP regulations (FDA), and housekeeping practices while performing duties. Prioritize activities with safety, compliance, and product quality in focus. Inform supervisor and others of issues, challenges, and barriers to safety and run schedule, and recommend possible solutions.

### Key performance indicators:

- Documentation according to our SOPs, On time in full production Supply

### Minimum Requirements:

#### Work Experience:

- 3 years of Logistic, Distribution and/or Warehousing experience in a biotech or pharmaceutical industry

#### Skills:

- GMP knowledge
- HSE Knowledge
- Logistics and Transportation Management
- Master Data
- Operational Excellence
- SAP ERP
- Supply Chain Management
- Supply Planning
- Warehouse Management

#### Languages:

- English.

The salary for this position is expected to range between \$55,000 and \$102,200 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and

experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published

salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

**EEO Statement:**

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**Accessibility & Reasonable Accommodations**

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.

Дивизион  
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Business Unit  
Development  
Место  
США  
Состояние  
North Carolina  
Сайт  
Durham  
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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