

Shipping and Receiving Specialist (Night)

Job ID
REQ-10076590
май 29, 2026
США

Сводка

The Shipping and Receiving Specialist (Night) is responsible for keeping GMP records of all materials and products received, stocked, and shipped at the Indianapolis manufacturing facility. They are responsible for providing the correct materials to the production team and finish goods to couriers inclusive of appropriate labeling within scheduled time frames, and in accordance with local Novartis site procedures and policies. They will also maintain the correct inventory levels for the manufacturing site.

About the Role

Job Title: Shipping & Receiving Specialist (Night)

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Location: Indianapolis, United States

Shift: Thursday-Sunday 6pm-6am, 12 hour shift

Relocation Support: This role is based in Indianapolis, United States. Novartis is unable to offer relocation support: please only apply if accessible.

Join a team that keeps materials and products moving accurately, safely, and on time. As a Shipping & Receiving Specialist, you will support manufacturing operations through inventory control, material staging, and compliant shipping and receiving activities in a regulated environment.

Key Responsibilities

- Enter regulated documentation and system transactions accurately and on time.
- Receive, store, and stage materials for manufacturing operations.
- Load and unload shipments using industrial equipment safely.
- Inspect materials, labels, and documents for accuracy and compliance.
- Perform inventory counts and reconcile discrepancies.
- Support procedures, training, and process improvement activities.
- Able to lift up to 60 pounds.
- Prepare and coordinate shipments to meet schedule requirements.

Essential Requirements

- High school diploma
- Min. 2 years of experience working in warehousing, distribution, or manufacturing experience in a regulated industry
- Knowledge of inventory management systems and material tracking processes
- Proficiency in Microsoft Office and computer-based systems
- Strong attention to safety, quality, and compliance procedures
- Flexibility to support a continuous manufacturing operation schedule

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$25.19 and \$46.82 per hour.

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.

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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 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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Product Supply Chain
Место
США
Состояние
Indiana
Сайт
Indianapolis
Company / Legal Entity
U469 (FCRS = US469) AAA USA Inc.
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Regular
Shift Work
No

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List of links present in page

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2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
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5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Indianapolis/Shipping-and-Receiving-Specialist--Night_REQ-10076590-1