NOVARTIS

# Process Specialist

Job ID
REQ-10078280
Июл. 20, 2026
Турция

### Сводка

Job Description Summary

You will have the opportunity to apply your expertise at the frontline of delivering high-quality pharmaceutical products to patients.

As a Process Specialist, you will play a central role in Novartis manufacturing operations by:

- Supporting daily production activities
- Solving process-related issues
- Driving continuous improvement initiatives

This position requires close collaboration across multiple functions to:

- Strengthen quality standards, productivity, and compliance
- Contribute to a safe and high-performing operational culture

### About the Role

**Major accountabilities:**

Process Specialist is responsible for the **daily management of the production team in shifts** and ensures that manufacturing activities are executed **safely, efficiently and according to plan**, in full compliance with **HSE and GMP requirements**.

This role combines:

- People management
- Operational coordination
- Quality oversight
- Continuous improvement

within a **regulated manufacturing environment**

- Provide **frontline technical support** for process-related issues in daily manufacturing operations
- Support the manufacturing team during:
  - New product introduction
  - Process changes
- Drive **continuous improvement initiatives** to enhance quality and productivity
- Ensure strict adherence to **safe and compliant execution** of production activities in line with:
  - Production plans
  - Good Manufacturing Practice (GMP)
  - Standard Operating Procedures (SOPs)
  - HSE guidelines
  - Internal guidelines
- Collaborate closely with cross-functional teams to:
  - Manage quality deviations
  - Implement corrective actions
- Support **regulatory inspections and audits**, ensuring consistency between manufacturing practices and documentation
- Lead, coach, and motivate the production team during the shift; act as the **first point of contact on the shop floor**
- Establish and monitor **clear task allocation**, including:
  - Staffing levels
  - Break planning
  - Absence management
  - Shift organization
- Oversee **production quality and documentation**, including:
  - Batch record review
  - Logbooks
  - Administrative follow-up
- Support management of:
  - Deviations

    - Complaints
    - OOS (Out-of-Specification)
    - OOE (Out-of-Expectation)
    - CAPA actions
      and collaborate with relevant stakeholders during investigations
- Escalate and support resolution of **operational or technical issues** to ensure production continuity
- Contribute to **talent development**, including:
    - Training
    - Coaching
    - Performance management
    - Succession planning
- Actively contribute to:
    - Continuous improvement
    - Efficiency gains
    - Audit readiness
    - Cross-team collaboration
- Manage Tier-1 meetings with shift operators prepare and distribute shift reports.
- Provide front line expert support for all process-specific issues to production
- Key user responsibilities for all Manufacturing Systems (WERUM PAS-X MES, SAP S4HANA, Serialization (OPTEL) & Aggregation (AGE)
- Coordinate and ensure the completion of all production operations on time, in accordance with the documentation and in compliance with GMP, SSE and 5S rules Operation Schedule.

**Key performance indicators:**

- Achieve plant KPIs , (PSP, Volume, BOMA, ROA, On time Compliance Activities, TPT, On Batch Record Review and Deviation Management , POV )
- Adherence to the production plan, achieving line OAEs and yield targets
- Adherence to the GMP and HSE rules

**Essential Requirements**

- Minimum **2 years of relevant experience** in a **manufacturing environment**
- **Technical education** or equivalent industrial manufacturing experience;
    - Pharmaceutical /Chemical manufacturing processes
    - Equipment used in production
    - 5S & Lean Production and Kaizen Knowledge

- Strong knowledge of:
    - GMP
    - Quality systems
    - Compliance requirements

- Strong analytical and problem-solving skills
- Strong Communication Skills
- Ability to work in shifts effectively with **diverse teams**
- Good command of **English** (for communication and documentation)
- Ability and willingness to work with **English documentation**

- Proven experience in:
    - Team coordination
    - People management
    - Performance monitoring
- Strong focus on:
    - Quality
    - Safety
    - Collaboration

**Skills:**

- Data Analytics
- Digital skills
- General HSE Knowledge
- GMP Knowledge
- Process excellence
- Resilience

**Languages:**

- English
- Turkish (Local Language)

**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)

Operations
Business Unit
Production / Manufacturing
Место
Турция
Сайт
İstanbul Kurtköy
Company / Legal Entity
TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.
Functional Area
Technical Operations
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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