

# Equipment Operator

Job ID  
REQ-10079962  
Июн. 12, 2026  
Австрия

## Сводка

-Equipment Operator -Execute assigned manufacturing tasks and activities according to production schedule to enable the timely production of product with the quality and quantity in compliance with the relevant GMP, safety and environmental guidelines. -Service Operator -Execute assigned manufacturing tasks and activities according to production schedule in compliance with the relevant GMP, safety and environmental guidelines. Perform routine operational support activities according the manufacturing process and schedule and enable the timely production of product with the quality and quantity -Documentation Specialist Admin -The Documentation Specialist Admin manages the modification, editing, distribution, review and archiving of GMP manufacturing documents and the edition of the Batch records in order to deliver them to Production in the quality and within the deadlines. The Documentation Specialist Admin ensures a set of administrative tasks necessary for the proper functioning of the unit.

## 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.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

### 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

#### Skills:

- General HSE Knowledge
- GMP Knowledge

#### Languages:

- English.

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<https://www.novartis.com/about/strategy/people-and-culture>

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Дивизион  
Operations  
Business Unit  
Production / Manufacturing  
Место  
Австрия  
Сайт  
Schafftenau  
Company / Legal Entity  
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
Shift Work  
No

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