

Logistics Coordinator 2

Job ID
REQ-10081868
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CUSA
Available in: English

Сводка

Join a team that plays a critical role in advancing clinical research by ensuring essential materials, specimens, and supplies reach the right place at the right time. As a Logistics Coordinator 2, you'll be at the center of global clinical trial operations, coordinating complex shipments, managing inventory, and partnering with internal and external stakeholders to keep studies moving forward. This is an exciting opportunity for a detail-oriented logistics professional who thrives in a fast-paced, highly regulated environment and is passionate about delivering operational excellence that supports innovative therapies for patients around the world.

About the Role

#LI-Onsite

Location: Carlsbad, CA

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

Hours: 8AM-5:30PM Monday-Thursday, 8AM-6PM on Friday. Possible, but rare Saturdays occur during long holidays to enable the processing of biological sample shipments.

Key Responsibilities

- Coordinate domestic and international shipments to support timely clinical trial operations.
- Manage receiving, shipping, reverse logistics, and inventory activities with a high degree of accuracy.
- Prepare and verify shipping, customs, and compliance documentation for regulated materials.
- Monitor inventory levels and replenish logistics and shipping supplies as needed.
- Troubleshoot shipment issues, delivery delays, and inventory discrepancies to minimize operational impact.
- Track logistics metrics and identify opportunities to improve efficiency, quality, and service levels.
- Collaborate with clinical sites, couriers, customs brokers, vendors, and internal stakeholders.
- Support quality event investigations, corrective actions, and adherence to approved procedures and safety requirements.

Essential Requirements

- High School Diploma required, Associate's Degree or Bachelor's Degree in a related field preferred.
- Minimum 2 years of experience in clinical trial logistics or a related pharmaceutical, biopharmaceutical, biotechnology, research and development, or clinical trial industry.
- Strong knowledge of shipping, receiving, inventory management, warehousing, and clinical trial logistics operations. Experience with shipping and receiving human biological samples (IATA, DOT, CDC, etc.) is required.
- Knowledge of International Air Transport Association, Department of Transportation, Food and Drug Administration, and United States Department of Agriculture requirements.
- Proven ability to prioritize competing deadlines and resolve logistics issues in a fast-paced environment.
- Strong communication and customer service skills with the ability to collaborate across diverse stakeholder groups.
- Ability to work independently while partnering effectively with internal and external stakeholders.
- Proficiency in Microsoft Outlook, Word, and Excel.

Desirable Requirements

- Experience with international import/export activities and customs documentation. Specifically, experience shipping biological samples internationally.
- Experience supporting clinical trial logistics in a global research and development environment.

The salary for this position is expected to range between **\$57,800 and \$107,300 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.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

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

Operations

Business Unit

Other

Место

США

Состояние

California

Сайт

Carlsbad

Company / Legal Entity

U441 (FCRS = US441) Navigate BioPharma Services, Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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