

Process Specialist

Job ID
REQ-10078280
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Турция
Available in: English

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 (OPTTEL) & 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>

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Дивизион
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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