

Warehouse Specialist

Job ID

REQ-10075480

Apr 14, 2026

LOC_US

About the Role

Major accountabilities:

- Responsible to receive, store and issue materials, ensuring accuracy and compliance with specifications such as storage condition.
- Perform and maintain accurate, timely and neatly written and electronic documentation.
- Responsible for inventory management and control including maintenance of material inventory levels and ordering as needed to ensure uninterrupted supply of materials.
- Expedite and adjust orders as necessary to accommodate the evolving needs of the business.
- Organize and optimize warehouse storage in accordance with established systems and processes and ensure all inventory items are accurately documented within the business tool system and aligned with physical location.
- Track all raw materials from the time of purchase through to receipt, ensuring complete visibility and accountability.
- Conduct regular inventory cycle counts to ensure ongoing accuracy and reliability of inventory data.
- Oversee the shipping of all materials from TRD Labs, including hazardous, export, and temperature-sensitive shipments.
- Maintain accurate data within the ERP system, focusing on invoice and vendor management to streamline operations, including the resolution of invoicing issues and updates to vendor data.
- Maintain warehouse and work areas in clean and organized conditions for inspection readiness.
- Complete all required job specific trainings and adhere to rules, regulations and requirements. Cross train other associates.
- Ability to learn and operate applicable computer systems, including but not limited to ESOPS D2, SAP, SRM R2, etc. Familiar and capable of using MS office suite.
- Ability to handle physical requirements, including but not limited to, extended standing, walking, sitting, repeated bending and lifting up to 50 pounds.
- Must work in accordance with all safety requirements (OSHA), cGMP regulations (FDA), and housekeeping practices while performing duties. Prioritize activities with safety, compliance, and product quality in focus. Inform supervisor and others of issues, challenges, and barriers to safety and run schedule, and recommend possible solutions.

Key performance indicators:

- Documentation according to our SOPs, On time in full production Supply

Minimum Requirements:

Work Experience:

- 3 years of Logistic, Distribution and/or Warehousing experience in a biotech or pharmaceutical industry

Skills:

- GMP knowledge
- HSE Knowledge
- Logistics and Transportation Management
- Master Data
- Operational Excellence
- SAP ERP
- Supply Chain Management

- Supply Planning
- Warehouse Management

Languages:

- English.

The salary for this position is expected to range between \$55,000 and \$102,200 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.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_GD

Business Unit

Development

Location

LOC_US

Site

Durham

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

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List of links present in page

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