

Shipping and Receiving Specialist (Night)

Job ID

REQ-10076590

Aug 13, 2026

LOC_US

About the Role

Job Title: Shipping & Receiving Specialist (Night)

#LI-Onsite

Location: Indianapolis, United States

Shift: Thursday-Sunday 6pm-6am, 12 hour shift

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

Join a team that keeps materials and products moving accurately, safely, and on time. As a Shipping & Receiving Specialist, you will support manufacturing operations through inventory control, material staging, and compliant shipping and receiving activities in a regulated environment.

Key Responsibilities

- Enter regulated documentation and system transactions accurately and on time.
- Receive, store, and stage materials for manufacturing operations.
- Load and unload shipments using industrial equipment safely.
- Inspect materials, labels, and documents for accuracy and compliance.
- Perform inventory counts and reconcile discrepancies.
- Support procedures, training, and process improvement activities.
- Able to lift up to 60 pounds.
- Prepare and coordinate shipments to meet schedule requirements.

Essential Requirements

- High school diploma
- Min. 2 years of experience working in warehousing, distribution, or manufacturing experience in a regulated industry
- Knowledge of inventory management systems and material tracking processes
- Proficiency in Microsoft Office and computer-based systems
- Strong attention to safety, quality, and compliance procedures
- Flexibility to support a continuous manufacturing operation schedule

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$25.19 and \$46.82 per hour.

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.

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Role Requirements

Division

DIV_TO

Business Unit

Product Supply Chain

Location

LOC_US

Site

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

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