

# Junior Process Expert

Job ID

REQ-10086086

Sep 09, 2026

LOC\_CH

## About the Role

Major accountabilities:

- Supports the handling of deviations, complaints, actions, and CAPAs.
- Provides support in decision-making related to production issues.
- Assists in the creation and maintenance of manufacturing instructions, including bills of materials, process sub-steps, and process steps.
- Supports the processing of quality notifications, including external and internal complaints.
- Assists in the development of specific SOPs.
- Ensures GMP-compliant documentation.
- Consistently adheres to GSU guidelines.
- Ensures cleanliness, hygiene, and order within the work environment.
- Assists in implementing corrective measures for deviations.
- Supports process and cleaning validations and assists with qualification activities (e.g., thermal requalification).

Essential requirements:

- Degree in Scientific disciplines.
- Ability to work independently.
- Proficiency in Microsoft Office applications.
- Fluent in English and German.

Desirable requirements:

- Master's Degree.
- Initial experience in a GMP manufacturing environment.

We offer a temporary contract of 12 months.

Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and a minimum of 14 weeks paid parental leave.

Expected Annual Base Salary Range for role: CHF 74.200 - 137.800

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of

Ethics.

Read our [brochure](#) to learn more about our global total rewards offering: [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Accessibility and accommodation: Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Commitment to Diversity and Inclusion / EEO paragraph:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

## Role Requirements

Primary location salary range

CHF74,200.00 - CHF137,800.00

Division

DIV\_TO

Business Unit

Production / Manufacturing

Location

LOC\_CH

Site

Stein Aargau

Company / Legal Entity

C046 (FCRS = CH046) Novartis Pharma Stein AG

Functional Area

FCT\_TO

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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