

IT/OT Senior Lab Specialist

Job ID

REQ-10086628

Sep 09, 2026

LOC_US

About the Role

Key Responsibilities:

- Lead design, configuration, installation, and maintenance of lab instrumentation/equipment software and associated hardware; including interacting with other teams as necessary, e.g., process engineering.
- Ensure lab instruments/equipment maintain high availability for lab owners. Work closely with vendors to ensure appropriate instrument/equipment architectures and connectivity are designed and implemented.
- Manage work order execution to ensure on-time completion of all required maintenance related activities on lab equipment (e.g, user reviews, audit trail reviews).
- Participate as an SME in health authority and internal inspections ensuring full compliance with applicable procedures.
- Track and drive to on-time completion of corrective and preventive actions (CAPA), including escalation of issues related to closure of CAPA, as appropriate. Lead lab instrument change controls per applicable procedures.
- Prepare, review, approve, archive GxP and non-GxP instrument/equipment documentation, e.g., User Requirements (URS), Functional Specification (FS) and Detail Design Specifications (DDS/HDS/SDS).
- Lead discussions with internal business partners on priorities, timelines and transparent sharing of information.
- Support operational excellence and continuous improvement. Partner with Quality to ensure a quality and compliant lab environment. Problem solve technical related issues impacting lab operations.
- Create and update procedures to drive operational efficiency and compliance. Implement and revise SOPs to conform with standards and policies. Support investigations of non-conformances related computerized systems.
- Participate as active IT/OT team member providing support to other functions as necessary. Support 24x7 site-based operations including rotating on-call responsibilities.

Essential Requirement:

- B.S. degree in Engineering, Computer Science, IT or related technical field.
- 8 years' work experience in pharmaceutical or biopharmaceutical-based lab operations, or equivalent work experience (12 years) in pharmaceutical or biopharmaceutical-based lab operations.
- Excellent oral and written communication skills.
- Experience leading teams installing, configuring and maintaining lab systems in a GMP environment.
- Experience implementing computerized system in a corporate network environment.
- Knowledge of FDA regulations particularly 21 CFR part 11 and GMP systems.
- Knowledge of Quality by Design, six-sigma, and operational excellence tools in creating efficient and high quality processes and end products.
- Experience working with and leading 3rd parties (both in-sourcing and outsourcing).

Desirable Requirement:

- Ability to support contingency plans and logically work through complex issues in a pressure filled atmosphere.
- Provide technical support on computerized system lab instrument issues when driving towards issue resolution. Up to 10% travel may be required.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$108,500 and \$201,500.00 annually.

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.

#LI-Onsite

EEO Statement:

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Accessibility and 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 in order to perform the essential functions of a position, please send an e-mail to tas.nacomms@novartis.com 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.

<https://www.novartis.com/careers/careers-research/notice-all-applicants-us-job-openings>

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Role Requirements

Division

DIV_TO

Business Unit

Information Technology

Location

LOC_US

Site

Durham

Company / Legal Entity

U061 (FCRS = US061) Novartis Services, Inc.

Functional Area

FCT_TO

Job Type

Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Job ID
REQ-10086628

IT/OT Senior Lab Specialist

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