

# Senior Document Control Specialist

Job ID  
REQ-10029763  
Nov 15, 2024  
USA

## About the Role

### Key responsibilities:

- Provide GxP document control support for operations, engineering, supply chain, quality and other departments as required. Manage the preparation, routing, review, approval, distribution, and archival of new and revised controlled/managed documents.
- Ensure site documentation fully adheres to cGMP, including data integrity. Support internal and external audits. Ensure timely escalation to management of all applicable incidents. Review documents submitted to ensure the correct use of templates, correctly entered metadata and document types.
- Perform super user duties for all document quality management systems. Provides training to new staff on document management system and document management processes and procedures.
- Work closely with SMEs to execute workflows and business processes that align with best practices. Provide guidance and advice on approved procedures, standardization and requirements associated with the document management system.
- Collaborate with cross-functional departments to ensure timely implementation of document change requests.
- Support metric tracking of documentation to ensure continuous improvement.

### Essential Requirements:

- High school diploma, Bachelor's Degree, preferred.
- 4 years of experience in pharmaceutical-based GMP manufacturing operations, including at least 2 years of experience with Electronic Document Management Systems, specifically related to GMP document control.
- Excellent knowledge of applicable GxP regulations.
- Proficient with the Microsoft Office suite (ie, Word, Excel, Visio, PowerPoint, etc.) and Adobe.
- Ability to work independently and perform detail-oriented work with a high degree of accuracy.
- Effective written and oral communication skills, time management and interpersonal skills.

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

The pay range for this position at commencement of employment is expected to be between \$92,800 and

\$139,200 per year; however, while salary ranges are effective from 1/1/24 through 12/31/24 fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

## Role Requirements

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Division

Operations

Business Unit

Innovative Medicines

Location

USA

Site

Indianapolis

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

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