

Specialist

Job ID
REQ-10011073
Jul 22, 2024
India

Summary

Support the respective function through project managing the design and delivery of high-quality and impactful support throughout the organization. Provide project management and administrative in support of various programs

About the Role

Major accountabilities:

- Under overall leadership of management & in close co-ordination with the other ERC team members (from Group and Divisions) & representatives from other Corporate and Business Functions: -Support development and implementation of e-Training curriculum for Existing Associates and New Hires & coordinate and drive execution of roll-out plans with Training Delivery Platform Operator and with Divisions and Countries -Run monthly updates of HR data feeds to e-Training vendor; coordinate and solve error entries -Drive and administer the development of Training content for Group ERC, cooperate with Functions to drive course production, control respective plans, coordinate with vendor and countries for timely translations, pilots and other control measures, take corrective actions if required.
- Project Management and Administrative Support -Participate in development and updating of relevant processes and procedures -Support respective project lead in all relevant project management disciplines, e.g. scoping and planning, communication, progress reporting and budgeting -Responsible for the Compliance e-Training & reporting work-stream -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Minimum Requirements:

Work Experience:

- Project Management.
- Operations Management and Execution.

Skills:

- Auditing.
- Business Dashboards.
- Compliance Management.
- Compliance Risk.
- Data Management.
- Data Visualization.

- Diversity & Inclusion.
- Finance.
- Internal Control.
- IT (Information Technology).
- Law (Legal System).
- Nlp (Natural Language Processing).
- Operational Risk Management.
- Risk Management.

Languages :

- English.

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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