

# Operations Associate

Job ID  
REQ-10012584  
juin 27, 2024  
Australie

## Résumé

Internal Role Title: Operations Associate Location: Sydney, Australia #LI-Hybrid Novartis is unable to offer relocation support for this role: Please only apply if this location is accessible for you.

## About the Role

Join us in our mission to make a positive impact on millions of lives around the world. At Novartis, we are dedicated to finding innovative solutions to common diseases and providing hope to those with unmet medical needs. As an Operations Associate, you will play a crucial role in creating seamless interactions with customers, ensuring Novartis is the preferred partner in operations and events.

## Key Responsibilities:

- Coordinate training administration, including assigning training curriculum and maintaining reporting for audit purposes.
- Collaborate with external training providers like Medicines Australia. Manage training operations, system launches, and stakeholder communication.
- Create database and drive training data management, including regular reporting
- Drive project operations, taking ownership of design, planning, and implementation to create the best outcomes for patients and customers.
- Partner with internal and external stakeholders to provide guidance on operational best practices.
- Support enabling functions with the creation and administration of purchase orders. Assist therapy areas with customer engagements, event planning and payments.
- Handle complex administrative tasks independently and contribute to strategic planning processes.

## Essential Requirements:

- Proficiency in SAP, Salesforce, or Veeva CRM. Proactive problem-solving skills with can-do attitude
- Uphold integrity and compliance in decision-making processes. Strong communication skills when working with customers, healthcare professionals, and internal teams., incl. providing timely updates to internal and external stakeholder.
- Strong planning, organization, and prioritization abilities. Experience in cross-functional collaboration and innovation. Tech-curiosity with a continuous learning mindset.

- Ability to challenge current practices and drive process improvements and efficiencies
- Adaptability to organizational changes and compliance requirements (e.g., Medicines Australia Code of Conduct, Procurement and Compliance as well as T&E principles)
- Excellent stakeholder management, change management, and operational excellence skills.
- Integrity in decision making and following compliance processes across all dealings.

### 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>

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

International

Business Unit

Innovative Medicines

Emplacement

Australie

Site

New South Wales (NSW)

Company / Legal Entity

AU04 (FCRS = AU004) AU Pharma Pty Ltd

Functional Area

Ventes

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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