

# T&L Operational Expert

Job ID  
REQ-10022359  
oct 04, 2024  
Inde

## Résumé

Location: Hyderabad #LI Hybrid

About the role:

Operationally support Training & Learning activities across defined scope within NTO, to ensure compliance and enhance access to learning for associates.

## About the Role

### Key Responsibilities:

- Compliantly manage the in-scope training matrix
- Define system set-up and co-ordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc) with the LMS administrators.
- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of NTOassociates
- Manage local learning events for the NTO Operations Hubs; support local learning events on in-scope sites

### Essential Requirements:

- Minimum Bachelors degree preferably in Life Sciences or related field.
- Minimum 3 years of experience into Training & Learning in Quality or related field.
- Demonstrated experience of working with learning management systems preferably CSOD.
- Knowledge of GxP requirements (esp. training and documentation).
- Ability to work with a cross-functional, cross-cultural team within a matrix organization

### Desirable requirements:

- Good knowledge of Excel & other reporting tools

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Division

Operations

Business Unit

Innovative Medicines

Emplacement

Inde

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Ressources humaines

Job Type

Full time

Employment Type

Regular

Shift Work

No

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