

# Manager - Post Merger Integration

Job ID  
REQ-10040472  
Mar 05, 2025  
India

## Sommario

Independently manage existing and new Engagements; develop, support and provide strategic input for all legal solutions, aligned with various divisions/functions particularly relating to Contract, Compliance and IP support. Supports and facilitates exploring expansion plans for the function.

## About the Role

### Major accountabilities:

- Act as a business partner in all activities relating to the contractual negotiations and company's statutory obligations by substantiating recommendations and providing legal advice and assistance to the senior legal counsels/Head Legal.
- Draft basic transactions and contracts independently.
- Advise on, and assists management decision-making regarding, contract and other risks relating to business activities and provides potential solutions therefor.
- Manage and support activities regarding compliance issues, such as anti-trust and regulatory.
- Provide subject matter expertise, support and consultation to stakeholders
- Ensure quality control (QC) checks for the assigned projects/deliverable to meet stakeholder expectations
- Ensures functional onboarding of new associates, drives training and knowledge sharing sessions
- Drive end to end and cross functional thinking in all new projects
- Works closely with various stakeholders and design deliverable and a comprehensive derivable plan. Ensure timely, efficient, high quality delivery for projects and activities
- Follows and tracks key deliverable and milestones for assigned projects
- Conducts training/mentors new joiners for assigned topics/projects
- Complies with and support group's project management tool, standards, policies and initiatives
- Follows Novartis specifications, policies, guidelines and country guidelines for preparation and execution of contracts and follow and prepare process maps/SOP etc.

### Minimum Requirements:

- Law Degree /Post Graduate Degree
- Experience in Contract Management
- Strong scientific /management background
- 9-13 years of overall work experience with a leading pharma company/legal service provider
- Excellent communication skills
- Familiarity with quality KPIs and operational issues/management
- Effective communication/knowledge/Best Practice sharing
- Strong team player who is dynamic and result oriented

- Good project management skills and ability to manage multiple stakeholders
- Fair understanding on MIS reporting and advanced MS-office skills (Especially on MS-Word, MS-Excel (Macros and VBA coding preferred) and MS-PowerPoint)
- Ability to learn and understand data from various sources
- Pharmaceutical industry domain knowledge – desirable

### **Work Experience:**

- Functional Breadth.
- Accountability.
- Ambiguity.
- Industry/ Business Exposure.
- Project Management.
- Operations Management and Execution.

### **Skills:**

- Business Networking.
- Business Partners.
- Calls Handling.
- Contract Management.
- Curiosity.
- Decision Making Skills.
- Finance.
- Law (Legal System).
- Litigation (Law).
- Microsoft Office.
- Proactivity.
- Quality Control.

### **Languages :**

- English.

**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>

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Divisione  
Operations  
Business Unit  
Innovative Medicines

Posizione  
India  
Sito  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Proprietà legali e intellettuali e conformità  
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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