

Compliance Coordinator

Job ID
REQ-10042150
Mar 06, 2025
India

Sommario

Provide highly professional and reliable administrative and organizational services. Provide proactive and independent project co-ordination services for the ERC Function.

About the Role

Major accountabilities:

- Manage correspondence and calendar of the leader; independently prioritize requests for meetings and assign matters to team members where appropriate
- Maintain overview of all deadlines for submissions to, and actions arising from, various Committees at very senior levels (including Board of Directors, ECN, Legal Leadership Team, various Steering Committees)
- Organize all logistics for Compliance Steering Committee meeting , Global Policy Committees (chaired by Group General Counsel), Misconduct Prevention Working Group Meetings, Group I&C Team meetings and other important meetings
- Support Project Coordination through timely execution -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- Project Management.

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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Divisione
Operations

Business Unit
CTS
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
[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Job ID
REQ-10042150

Compliance Coordinator

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10042150-compliance-coordinator>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>

3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Compliance-Coordinator_REQ-10042150-2
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Compliance-Coordinator_REQ-10042150-2