

# PSP Analyst

Job ID  
REQ-10044149  
Mar 12, 2025  
Colombia

## Sommario

-Provide analytics support to Novartis internal customers (CPOs & Regional marketing and sales teams) on various low-medium complexity analytical reports. -Support and facilitate data enabled decision making for Novartis internal customers by providing and communicating qualitative and quantitative analytics. -Support GBS -GCO business in building practice by involving in various initiatives like knowledge sharing, on-boarding and training support, support team lead in all business related tasks / activities, building process documentation and knowledge repositories -To be an integral part of a comprehensive design team responsible for designing promotional marketing materials.

## About the Role

### Major accountabilities:

- Create and deliver below customer requirements as per agreed SLAs -Deliver services through structured project management approach with appropriate documentation and communication throughout the delivery of services .
- Quality Assurance ; Ensure deliverables for quality and accuracy are of the highest order.
- On-time project delivery within stipulated deadlines -Support in creation and maintenance of standard operating procedures (SOPs) -Support in developing and maintaining knowledge repositories that captures qualitative and quantitative reports.
- Participate in various knowledge sharing sessions that

### Key performance indicators:

- - Good customer satisfaction scores - Ability to manage multiple stakeholders / projects - Delivery on time

### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution.
- Project Management.
- Working experience within the pharmaceutical industry.

#### Skills:

- Advertising Campaigns.
- Alteryx.
- Analytical Thinking.
- Brand Awareness.

- Business Networking.
- Curiosity.
- Digital Marketing.
- Email Marketing.
- Marketing Communications.
- Marketing Plans.
- Marketing Strategy.
- Media Campaigns.
- Process Documentation.
- Strategic Marketing.

## **Languages :**

- **English.**

## **Additional Specification**

- Provides support to Value for Patients& Diagnostics Manager across the process focusing on operation and management of Oncology's Patient Support Programs and diagnostic services (Non POP initiatives).
- Develop educational materials for patients and other innovative initiatives for strengthening services.
- Design and follow up of educational patient's material for assigned PSPs - Control of budget and monthly expenses - Request and tracking of contracts, purchase orders and internal processes required for PSP vendors - Control of laboratory test performed and reporting to assigned teams - Constant communication with PSP External Service Provider in the daily operations - Transversal support to PSP Manager in the operation of all patient programs approved.

## **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>

## **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.

**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.

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Divisione

International

Business Unit

Innovative Medicines

Posizione

Colombia

Sito

Bogota (Oncology) / Cali (Pharmaceuticals)

Company / Legal Entity

CO01 (FCRS = CO001) Novartis de Colombia S.A

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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