Digital Librarian

Job ID
REQ-10054333

6   20, 2025

India

The Digital librarian manages internal Novartis digital assets, provides support in content and digital asset management (i.e. taxonomy, indexing, cataloging, archiving, metadata tagging, content management systems). The librarian manages the day to day operations of the DAM/MLR tool which will house all final creative assets, including but not limited to, graphic design elements, photography, Veeva emails, Launch Pads & Videos. This would in turn enable Novartis to re-use the assets and drive efficiencies across the enterprise.

About the Role

About the Role:

The Digital librarian provides support in content and digital asset management (i.e. migration, verification, assets rights management, curation and archival). The librarian manages the day-to-day operations of the Novartis Enterprise DAM/MLR tool which will house all final creative assets,

including but not limited to, graphic design elements, photography, video, background music, etc. This would in turn enable Novartis to re-use the assets and drive efficiencies across the enterprise.

Key Responsibilities:

- Conduct source file verification in the workflow before assets are made available on FUSE DAM.
- Verify assets rights information provided by AoRs and tag the creative components with correct usage rights metadata.
- Generate public CDNs for web optimized and print ready PDFs as part of SFU workflow or as ad hoc requests.
- Engage with Agency contacts & content owners to follow up on outstanding tasks and to resolve any queries they might have on source file upload or assets rights management.
- Provide support on DAM curation activities e.g. Content owner update, Agency updates, Re-assign tasks, workflow resets, on demand report scheduling, assisted search, etc.
- Provide asset migration / bulk upload support for onboarding new business unit / teams on Novartis DAM.
- Work with CE product team to test new feature release or any other test scenarios related to Novartis DAM.
- Build and maintain subject matter expertise on digital asset management capabilities.
- Drive knowledge sharing and people development among the librarian team.
- Support service leads in on boarding of new team members.

Essential Requirements:

- Overall, 5 + years of experience working on Digital Libraries.
- Excellent communication and interpersonal skills.
- Attention to detail and focus on quality.
- B Tech / B Sc. or any other equivalent graduation.
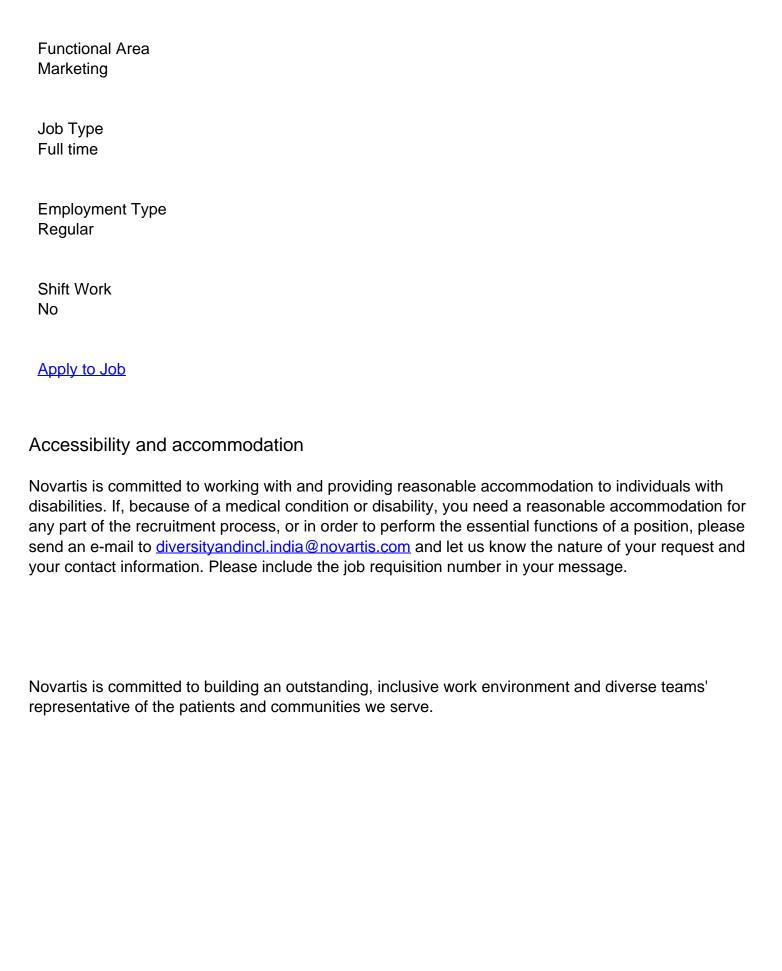- Aprimo certified

Essential Requirements:

- Proficient understanding of broader content management goals.
- Proven ability to self-manage.
- Veeva Promomats vault certified

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.

Accessibility and accommodation:

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US

Business Unit
Universal Hierarchy Node

India

Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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