

time of first use.

## Promotion Submission Specialist

Job ID REQ-10056207
6月 26, 2025
India
摘要
The Promotion Submission Specialist works with some independence under limited supervision to prepare and submit promotional material submissions to the Office of Prescription Drug Promotion (OPDP).
About the Role
Location - Hyderabad #LI Hybrid
Major Responsibilities:

· Responsible for the preparation and paper and/or electronic submission of promotional materials at

- Responsible for the preparation and paper and/or electronic submission of other promotional materials, including requests for advisory comments and pre-submission of promotional materials for products under accelerated approval.
- Proficient with the electronic review system for promotional materials to perform assigned submission tasks.
- Assists in the development, implementation, and maintenance of administrative procedures, working practice documents, and SOPs relevant to the submission of promotional materials.
- Remain current on FDA regulations and guidance, legal requirements, and Novartis document standards relating to the preparation and submission of promotional materials.
- Responsible for prioritizing and tracking promotional submissions, including managing daily workload.

Interfaces with Regulatory Advertising and Promotion Reviewers, DRA Ops, especially publishers, IT, CA&PE, Brand Marketing, and Ethics and Compliance.

## Minimum Requirements:

- BS Degree or equivalent in education and/or experience preferred. 1-2 years pharmaceutical experience preferred.
- A working knowledge of the PC desktop environment and the Microsoft suite of products.
- · Experience with Adobe Acrobat and other operating submissions systems.
- · Speed and flexibility focused on the timely delivery of quality submissions.
- Ability to plan and prioritize workload. Ability to learn new systems/programs.
- Analytical and problem-solving skills associated with document reviews and inquiries.
- Effective communication and interpersonal skills with the ability to interact with individuals at various levels of the organization. Highly motivated and a self-starter.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more

here: https://www.novartis.com/about/strategy/people-and-culture

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. https://www.novartis.com/careers/benefits-rewards

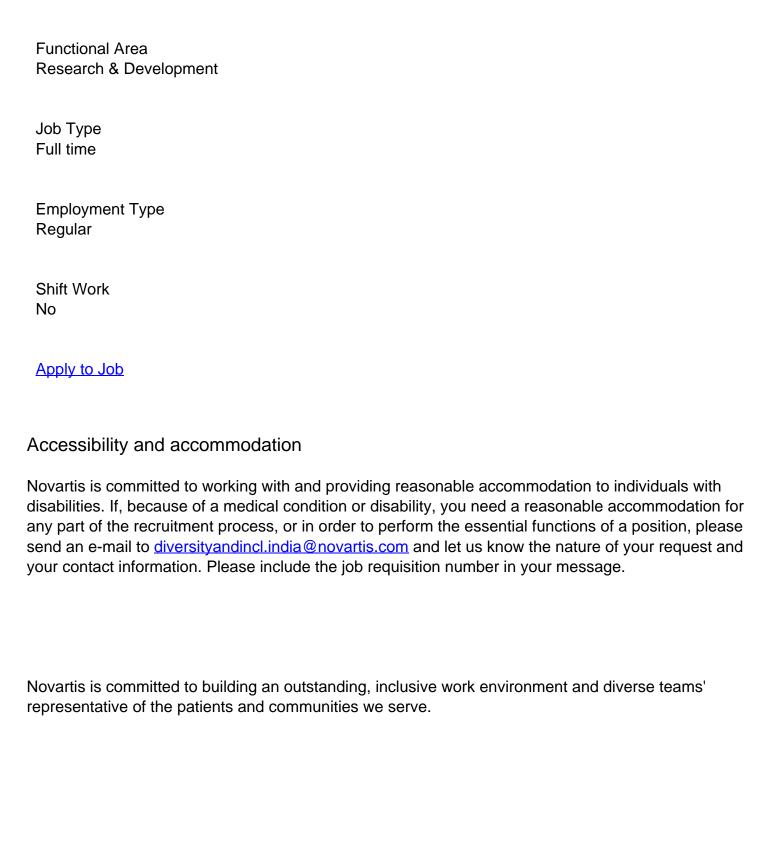
Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve. Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network. 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? <a href="https://www.novartis.com/about/strategy/people-and-culture">https://www.novartis.com/about/strategy/people-and-culture</a> 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: <a href="https://www.novartis.com/careers/benefits-rewards">https://www.novartis.com/careers/benefits-rewards</a> 部门 Finance **Business Unit CTS** 地点 India

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

站点

Hyderabad (Office)





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