

Scientific Communications Specialist

Job ID
REQ-10056420

6月 27, 2025

India

摘要

Supports the Scientific Writing Squad to ensure effective delivery of publication or medical education content in line with the specifications. The role provides projects support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities which will help the writer to focus on the scientific content.

About the Role

Location - Hyderabad #LI Hybrid

Major Responsibilities:

Responsible for project management support to the Scientific Writing Squad ensuring the end-to-end

effective project delivery of the designated publication/medical education deliverable across all phases:

- Support the Writer with the development of a scope of work. Build plan and schedule for agreement with the internal customer.
- Arranging key internal and external customer meetings. Tracking of the delivery of activities (including managing issues and risks) and supporting follow ups
- Supporting required submission, compliance and approval activities, and ensuring compliance with NVS publication processes and use of publication management tools
- Supports the management of the assigned publication or medical education in line with the agreed budget. Supporting and managing as required external spend tracking (e.g. approvals, purchase orders, goods received)
- Supports adherence to associated compliance related activities and approvals (with internal customer taking accountability for compliance). Updates as required with approval / compliance tools (e.g. FUSE, GMA publication review process)
- Updates as required within Datavision.
- Supports the Writer with required internal and external customer liaison.
- Supports continuous improvement in the process flow for developing publications and medical education, e.g. improved work-flow steps

Minimum Requirements:

Education

Bachelor ' s or Graduate degree, preferably in science. Additional relevant postgraduate desirable.

Experience Required

+1 - 2 years pharma industry experience.

Medical communication/pharma experience is desirable.

Project management experience or training necessary.

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and-culture

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Finance

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

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

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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