

Scientific Communications - Operations Manager

Job ID
REQ-10056422

7月 03, 2025

India

摘要

The Medical Operations manager supports the TA Content Development Team on various operational aspects of assigned projects/activities. The role also provides project support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities related to Fuse/MLR review and approval which will help the writer to focus on the scientific content.

About the Role

Location - Hyderabad #LI Hybrid

Major Responsibilities:

- Execute services and meet planned deliverables in line with defined roles and responsibilities agreed with business colleagues.

- Support set-up and maintenance of information in Datavision and other systems as applicable: Update data, timelines, milestones, author agreements, debarment checks, Ethics Committee (EC)/Health Authority (HA) authorizations, etc. on an ongoing basis.
- Support TA Scientific Lead with budget management, ensuring accurate planning, tracking and reporting of budget as applicable. Perform Good receipt booking in line with Vendor financial report and project status, as required.
- Support set-up and maintenance of Veeva Vault (or other content repository): Ensuring that all key documents are present and approved as appropriate. Follow up with Medical Communications Lead at agreed frequency for maintenance.
- Support in External Service Provider coordination including contract, procurement and budget management
- Responsible for project management support to the Scientific Writer ensuring the end-to-end effective project delivery and approval through medical legal regulatory review across:
- Initiate and create / amend a submission package (as required)

Minimum Requirements:

Education

Relevant educational background in life sciences/Healthcare (Ideally a bachelor's degree or above in life sciences) or equivalent combination of education, training and experience.

Experience Required

7+ years of operational experience in a pharmaceutical company: 4 - 5 years' experience with medical legal review or relevant industry experience a plus

Skills/Qualifications

Experience in finance: forecast, actuals, cost reconciliation, a plus

Strong technical and organizational skills (Excel, PowerPoint)

Detail oriented.

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? <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>

部门
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

[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-10056422

Scientific Communications - Operations Manager

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10056422-scientific-communications-operations-manager>

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/NovartisCareers/job/Hyderabad-Office/Scientific-Communications---Operations-LeadREQ-10056422>
5. <mailto:diversityandincl.india@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Scientific-Communications---Operations-LeadREQ-10056422>