Intern-Master Data Managment

Job ID
REQ-10057484

7月 10, 2025

India

摘要

-To be used only for Intern or Student positions. Please enter specific details in the Additional Specifications Details field

About the Role

Major accountabilities:

- **Associate Analyst Master Data Expert:**
- Performing day to day activities of processing master Data tickets assigned as per the relevant SOPs , business matrix, SLA time lines & KPIs.
- The primary focus of the associate analyst is to learn & develop understanding to generate insights through data using available tools & technologies.
- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the

integrity and quality of site master data is established.
- Basic understanding of Material Master data Process and Supply chain objects.
- Basic Understanding of Pharma product and lifecycle events.
- High priority maintenance of data quality of master data and avoid duplication.
- Develop understanding of working in a GxP environment and adhere to the compliance policies of Novartis.
- Work in a team environment ensuring collaboration and mutual respect.
- Focus on innovation and bringing a fresh perspective to the traditional processes.
- Ensure accountability & ownership of the assigned tasks.
- Good communication skills (both written & verbal).
- Responsible for setting the right priorities to ensure timely release of material codes to manufacturing sites to guarantee successful implementation of the products on the market.
- Contribute in continuous improvement projects to achieve operational excel.
- Tracking E2E Master Data readiness and follow up with the various functions for the attribute values of master data.
- Participate and complete all mandatory trainings assigned, effectively take proactive action for improvements on Customer satisfaction, Glint survey and other feedback mechanism

Key performance indicators:

- Quality / Accuracy / Right First Time.
- Timeliness.
- GMP Compliance (number of deviations, technical issues, audit / inspection findings).
- Adherence to Novartis standards and Values & Behaviors, in particular, quality, ethical, health, safety, and environment standards (HSE), and information security standards (ISEC).
- Productivity.

Minimum Requirements:

- **Skills:**
- **Specific Professional Competencies**
- Learning Agility.
- Change management (adoption to change).
- Problem solving & Innovational Mindset.
- Pharma Basics
- MS-Office

Languages :

- English.

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
Operations

Business Unit
Innovative Medicines

地点
India

站点
Hyderabad (Office)

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

Functional Area
Others

Job Type
Full time

Employment Type
Early Career (Fixed Term)

Shift Work
No

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