

Expert Scientific Writer

Job ID
REQ-10057634

7月 14, 2025

India

摘要

To manage and complete assigned Medical Communications deliverables at high quality standards and in accordance with agreed timelines. Projects include manuscripts, abstracts, posters, slide sets, satellite symposia content, congress or advisory board reports, publication planning and medical education materials for internal medical and/or clinical teams.

About the Role

Location - Hyderabad #LI Hybrid

Major Responsibilities:

- Demonstrate a command of assigned therapeutic areas and expertise with assigned

products. Research and write original content for publications activities (primary and review manuscripts, abstracts, posters), slide presentations and other materials based on direction and materials supplied by customers.

- Prepare meeting materials for satellite symposia (agenda, slide content, speaker briefings etc), and reports from advisory boards and other internal or external meetings. Develop content that is scientifically accurate, evidence-based, grammatically accurate, referenced using appropriate sources, and consistent with quality standards for author review, customer review as appropriate, and scientific peer review.
- As needed, perform quality control (QC) checking / proof reading of the above-mentioned documents to meet customer expectations. Clearly communicate medical scientific concepts in a condensed, audience-appropriate way. Follow all internal processes and procedures with regard to workflow, development of deliverables, and adherence to industry best practices, including GPP3.
- Demonstrate the flexibility/adaptability necessary to function on different therapeutic teams as needed and to work on projects across multiple brands at any given time. Interpret and apply clinical data in medical communication deliverables.
- Work in conjunction with service team and line manager to develop and adhere to logical and attainable timelines for project completion. Provide input and aid in troubleshooting/problem-solving. Collate and incorporate author/customers comments.
- Lead and/or participate in author/client teleconferences. Provide accurate citations in text (utilizing Reference Manager system), a bibliography, and appropriately annotated references for medical review. Participate in strategic and tactical publications planning and related research.
- Work as part of a team; train new colleagues as and when required. Supports people and performance management. Maintains records for all assigned projects including archiving. Maintains audit, SOP and training compliance.
- Performs additional tasks as assigned.

Minimum Requirements:

Education: Minimum: Minimum science degree or equivalent. Desirable: MSc, PhD, PharmD, or MD.

Work Experience:

Minimum of 5 years ' experience in medical communications. Medical writing experience. Good understanding of industry work processes for publications. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).

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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

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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.

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