Global Quality Management System RDQ Specialist

Job ID
REQ-10058294

7月 28, 2025

India

摘要

Manages Quality aspects and projects within area of responsibility. -Ensures and supports overall GxP conformity and Compliance with the Novartis Quality Management Systems

About the Role

Key Responsibilities

- As QMS Specialist ensures documents are in compliance with Good Documentation Practice (GDP) and internal procedures, providing a QMS review and QC check prior to final QA approval.
- As CR manager support Development Authors and track Change Requests (CRs) in 1-DMT, ensuring timely progress and release of good Quality documents in alignment with stakeholder.

- As SOP Manager for assigned Development Line Function, manage stakeholder access and approval workflow in ESOPS.
- Collaborate with global and local teams to resolve document lifecycle issues and ensure training release on time.
- Active participation in Global projects related to QMS (e.g. Global QMS simplification, CQMS Optimization) and in Global Boards (e.g. GPGV) representing RDQ QMS.
- Support governance activities by monitoring CR metrics, preparing reports, and facilitating cleanup initiatives.
- Provide support for QMS integration for newly acquired companies. SPOC for Business Line Functions for Document Lifecycle Management.
- Support audits and inspections related to QMS topics. SPOC for the QMS tools.
- Training systems document maintenance. Provide technical or administrative support for users.
- Maintain access to DLM and LMS stakeholders. Perform validation activities in 1-DMT and feed training BOT

Minimum Requirements

- Bachelor/Technical degree in Life Sciences or related fields. Advanced degree and/or MBA an advantage
- Excellent English language skills.
- Significant relevant work experience (> 5 years) in the pharmaceutical industry or public health sector, in the area of R&D, Quality, or Training.
- Demonstrated knowledge in implementing/managing robust Document management systems and Learning Management Systems, setting global quality controls in a regulated area
- Sound understanding of regulated activities, health authority expectations, and GxP, paired with good business understanding.
- Role model for the Novartis values and behaviours and exemplary interpersonal skills
- Excellent leadership, interpersonal, communication, negotiation and problem-solving skills
- Ability to innovative when faced with opportunities or challenges.
- Ability to influence and drive/facilitate changes across the organization

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

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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部门
Development

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

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

Functional Area
Quality

Job Type
Full time

Employment Type
Regular

Shift Work
No

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