

L&T Central Services Specialist

Job ID
REQ-10059626

8月 14, 2025

Malaysia

摘要

#LI-Hybrid

This role supports the development of People & Organization (P&O) processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope.

About the Role

Major accountabilities:

- Learning and Talent Central Administrator in Novartis Learning and Talent related systems
- Perform and deliver high quality GxP and Non GxP training activities in Novartis Learning Management System (UP4Growth)
- Ensure compliance to Novartis internal quality standards, relevant regulatory requirements and service level agreement (SLA)

- Deliver high-quality service using applications like SNOW, Internal Training Tools, SharePoint etc.
- Stay apprised with the information on the major on-going incidents, escalations, issues and develop an understanding of recurring incidents and problem tickets
- Ensure timely completions of mandatory trainings and adherence to compliance policy
- Support in knowledge and capability building within the team
- Ensure all time readiness for customer and internal audits and support customers during audits and inspections by providing requested training documents

Minimum Requirements:

- Graduate/Postgraduate in Pharmacy/Life Sciences/Engineering/Arts/MBA/HR or equivalent from reputed institute
- Able to communicate in English and Japanese (both in speaking and in writing to support the respective end market)
- Previous experience in cooperating with stakeholders in Japanese
- Demonstrated ability to work in cross functional teams in an international environment
- Passion for learning - Learning Agility
- Excellent written and verbal communication skills
- Solid organizational skills including attention to details and multitasking skills

Languages :

- English & Japanese

Commitment to Diversity and Inclusion / EEO

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

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
People & Organization

Business Unit
Universal Hierarchy Node

地点
Malaysia

站点
Selangor

Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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