

Medical Information Manager

Job ID
REQ-10060743

9月 04, 2025

Mexico

摘要

-Provides a high quality unsolicited scientific, medical, pharmaceutical and technical support through the response of accurate and timely medical/scientific information to all internal and external inquiring customers (e.g. medical experts, consumers, patients, internal stakeholders) of varied medical information requests/requirements across the entire Novartis portfolio.

About the Role

Major accountabilities:

- Provide medical and technical information to healthcare professionals, consumers and internal staff on a wide range of products and therapeutic areas.
- Provide timely, accurate, balanced and up-to-date scientific responses based on Global Guidance Documents.
- For assigned products, create and maintain scientifically balanced product-specific medical

information standard response documents in the MI database.

- Assist with compliance and safety teams for documenting and reporting adverse drug reactions as well as technical/ product complaints requiring specialist input.
- During scientific interactions; collect, synthesize and communicate insights relevant for brand or any issues in market place - e.g. quality, supply, enquiry patterns -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Works within Ethics and Compliance policies -Achievement of annual targets for medical activities

Minimum Requirements:

Work Experience:

- Excellent verbal and written communication skills
- Strong ability to analyze data, prioritize tasks, and stay organized in a complex environment
- Educational background in Pharmacy or a Medical Degree
- 1-3 years of experience in medical information or scientific writing
- Experience in adverse safety reporting (mandatory)
- Sense of urgency and ability to manage medical deliverables effectively

Languages :

- English C1

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>

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部门
US

Business Unit
Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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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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