

Regulatory Translation Project Coordinator

Job ID
REQ-10061387

9月 03, 2025

India

摘要

Supports the provision of timely, high-quality regulatory translations essential for product registration, maintenance, and launches worldwide.

About the Role

Key Responsibilities

- Performs general coordination and administrative tasks to support the “Regulatory Translation Solutions” group functioning.
- Grants access to relevant CO associates to “Regulatory Translation Solutions” group repository folders and keeps access information updated.
- Organizes and archives documentation in team repositories, including dispatch emails and surveys as required.
- Ensures renewal of licenses regarding translation-related software and indexing tools,

including Trados Studio, Verifika, and dtSearch

- Updates team lists and trackers, e.g. general job list, invoicing tracker, QC tracker, quality incidents tracker, email contact lists, CO job list tracker.
- Assists team members with the preparation of reports and presentations.
- Responsible for invoices and creation of POs on behalf of the Head of regulatory translations.
- Maintains invoice records. Addresses invoicing-related matters with vendors or service providers. In the absence of Regulatory translations project managers or at their request, assigns urgent jobs to appropriate vendors, and performs quick format checks on outsourced translations before delivery.
- Provides support with uploading and downloading files from relevant databases as necessary

Minimum requirements

- At least 3 years of administrative experience, especially in Regulatory Affairs.
- Strong problem-solving skills. Proficiency in Office tools (Excel a must).
- Excellent organizational skills, Adaptability, Commitment to quality.
- Good interpersonal skills.
- Highly committed and team oriented
- Fluency in English (both written and spoken). Proficiency in other languages is desirable.
- Excellent written and verbal communication skills (English language).

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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

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work
No

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