

Specialist

Job ID
REQ-10061591

9月 21, 2025

India

摘要

-Provide analytics support to Novartis internal customers (CPOs & Regional marketing and sales teams) on various low-medium complexity analytical reports. -Support and facilitate data enabled decision making for Novartis internal customers by providing and communicating qualitative and quantitative analytics. -Support GBS -GCO business in building practice by involving in various initiatives like knowledge sharing, on-boarding and training support, support team lead in all business related tasks / activities, building process documentation and knowledge repositories -To be an integral part of a comprehensive design team responsible for designing promotional marketing materials.

About the Role

Location - Hyderabad #LI Hybrid

Key Accountability

- Review and audit expense reports submitted via Concur within defined timelines
- Communicate with sales teams to clarify inaccurate or incomplete expense entries. Document new processes and update existing ones as needed
- Prepare clear audit findings and communicate them to employees and managers
- Identify and escalate application issues to management promptly
- Extract and allocate reports for team review and tracking. Respond to audit-related inquiries within turnaround time (TAT)
- Participate in special projects and support ad hoc compliance tasks
- Maintain effective communication with internal stakeholders and clients
- Contribute to a culture of compliance, accuracy, and continuous improvement

Essential Requirements

- 1 to 4 years of professional experience in a compliance or audit-related role
- Familiarity with SAP Concur or similar expense management tools
- Strong written and verbal communication skills in English
- Proficiency in Microsoft Excel, BI Reporting for data handling and reporting
- Ability to write professional emails and communicate findings clearly
- Experience coordinating with internal teams and external stakeholders
- Strong attention to detail and ability to meet deadlines
- Willingness to learn and adapt in a dynamic, team-oriented environment

Desirable Requirements

- Knowledge of US compliance regulations

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>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion:

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

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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
US

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

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

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Accessibility and accommodation

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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