

Specialist, Content & Access Controls

Job ID
REQ-10063121

9月 26, 2025

India

摘要

The Specialist, Content & Access Controls role assists the MAP Operations Services Lead by providing business process support to US customers across MAP-related systems. They will be responsible for managing known issues in FUSE, completing ad-hoc business support requests, and maintaining relevant internal documentation

About the Role

Key Responsibilities:

- Monitoring of critical reports and completion of any required corrective actions in a timely manner
- Managing User Access support requests for select, critical systems for US customers
- Timely, efficient execution of ad hoc bulk content withdrawal & reassignment for US customers

- Provide assistance to US customers on scoped business process questions triaged from the US Help Desk
- Assisting with ad hoc support requests for internal Power BI platforms
- Managing monthly updates to Master Teams List, and communication of changes to support team for implementation
- Daily compilation and distribution of Brand Hot Sheets prior to start of US Business
- Executing end user test scripts for critical optimizations to MAP-related systems, with a focus on user experience across multiple roles
- Completing quarterly updates to process documentation (internal & external)
- Supporting the MAP Operations Services Team Lead with any ad hoc requests

Essential Requirements:

- Bachelors Degree from an accredited University
- 2-3 years of work experience in the relevant industry
- Good knowledge of the US Materials Approval Process and its role in maintaining compliance and auditability
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration skills.
- Pro-active in handling complex situations & problems
- Strong Project Management skills, including the ability to work under tight deadlines and manage multiple projects simultaneously.
- Quick-learner with proficiency in marketing automation tools and analytics platforms.
- Understanding the complexity of integrated working in a matrix and geographically dispersed environment.
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

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.

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.

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

[Apply to Job](#)

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.

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



Job ID
REQ-10063121

Specialist, Content & Access Controls

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10063121-specialist-content-access-controls>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Specialist--Content---Access-ControlsREQ-10063121>
5. <mailto:diversityandincl.india@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Specialist--Content---Access-ControlsREQ-10063121>