

Senior Manager EEE Business Systems

Job ID
REQ-10063445

10月 17, 2025

India

摘要

#LI-Hybrid

Location: Hyderabad, India

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Step into a pivotal role where your expertise will shape the future of External Expert Engagement systems at Novartis. As Senior Manager EEE Business Systems, you 'll be the driving force behind business-side enablement and documentation for platforms like HIP/ENGAGE or GEMS—ensuring they operate seamlessly and in full compliance. Your work will directly empower global medical teams, enhance user readiness, and support enterprise-wide excellence in governance and operations.

About the Role

Key Responsibilities

- Maintain and update SOPs, workflows, and process maps aligned with GMA standards
- Collaborate with training leads to ensure onboarding materials reflect current system capabilities
- Document system configurations and field logic based on business use cases
- Consolidate user feedback to inform enhancements and simplification opportunities
- Validate reporting logic with Data & Analytics teams for system alignment
- Support UAT planning, execution, and documentation for business-side validation
- Govern business configuration and system standards without managing technical triage

Essential Requirements

- Bachelor's or Master's degree in Life Sciences, Business, Information Systems, or related field
 - 4-6 years' experience in business systems support or Medical Affairs operations
 - Proven ability to develop training and documentation for digital platforms
 - Strong understanding of configuration design and compliance documentation
 - Familiarity with regulated systems such as HIP/ENGAGE, GEMS or the like
 - Excellent attention to detail and cross-functional communication skills
-

Desirable Requirements

- Experience supporting global or regional documentation needs in a regulated environment
- Familiarity with enterprise platforms used for External Expert Engagement

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
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

[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-10063445

Senior Manager EEE Business Systems

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10063445-senior-manager-eee-business-systems>

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/Senior-Manager-EEE-Business-SystemsREQ-10063445>
5. <mailto:diversityandincl.india@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Senior-Manager-EEE-Business-SystemsREQ-10063445>