

Associate Clinical Study Manager

Job ID
REQ-10063488

10月 30, 2025

India

摘要

#LI-Hybrid

Location: Hyderabad, India

Step into a role where your expertise drives innovation in clinical research. As an Associate Clinical Study Manager, you 'll play a pivotal part in shaping the future of patient care by ensuring our studies are executed with precision, quality, and compassion. At Novartis, your contributions will directly impact lives, and you 'll be empowered to grow in a collaborative, purpose-driven environment.

About the Role

Key Responsibilities

- Maintain and update Clinical Trial Management Systems (CTMS) and Trial Master File (TMF),

- and related platforms to ensure accuracy and compliance.
- Assist in planning, tracking, and reporting clinical study budgets accurately
- Monitor study progress, escalate issues, and coordinate with Study Leads and External Service Providers.
- Support meeting logistics, documentation, and reporting for clinical teams.
- Take ownership of delegated tasks and champion process improvements.

Essential Requirements

- Bachelor's degree or higher in life sciences or equivalent education and experience
- Minimum 3 years of clinical operations or project management experience
- Strong knowledge of Good Clinical Practice and global clinical development processes
- Proven ability to work independently and escalate issues appropriately
- Experience in planning, executing, and reporting clinical studies
- Fluent in English (oral and written)

Desirable Requirements

- Experience in financial forecasting, cost reconciliation, and budget tracking

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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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>

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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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.



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