

Info Specialist - Asset Rights Management

Job ID
REQ-10063536

10月 01, 2025

India

摘要

Ensure timely, compliant, and high-quality access to scientific and medical literature by managing document delivery and copyright permissions in support of regulatory and business needs. Serve as a first point of contact for NKC InfoDesk enquiries, providing guidance and resolution tracking. Through efficient sourcing, permissions handling, and user support, contribute to the responsible use of information assets and enable informed decision-making across Novartis

About the Role

Info Specialist - Asset Rights Management

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Carry out basic database searches to verify bibliographic citations
- Get the subscribed materials online and ensure that they are accessible. Escalate access issues and broken links.
- Obtain material not held in Novartis Knowledge Center collection, selecting the best possible option
- Copyright permissions are verified under license / terms of use and laws.
- Independently handle incoming customer requests, escalate items if not re-solved.
- Provide learning programs and front-line guidance to users.
- Use InfoDesk Tracking system (ATT) to ensure proper tracking and resolution.
- Conduct Asset Rights Management projects, as required.

Commitment to Diversity & Inclusion:

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

Essential Requirements:

- Master's or equivalent degree/diploma in Library and Information Science.
- At least 3-5 years of experience with interlibrary loan / document delivery including verification of bibliographic citations and location of items required.
- Experience practicing intellectual property law required, specifically in the areas of copyright and licensing will be an added advantage.
- Proven experience in customer service, preferably in a library environment.
- Broad knowledge of healthcare online tools and e-resources (database, e-journals, etc.)
- A keen interest in, and enthusiasm for, developments in library and information science.
- Attention to detail with the ability to complete a large volume of work quickly and independently

Desirable Requirements:

- Excellent written and oral English skills are required. Additional language skills advantageous.
- Ability to collaborate with global colleagues

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:

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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>

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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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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