

Senior Information & Communications Specialist

Job ID
REQ-10063538

10月 01, 2025

India

摘要

Act as a strategic enabler and communication partner to the Asset Rights & Intelligence team by promoting Novartis Knowledge Center (NKC) solutions and resources across India and global business teams. This role combines operational coordination, stakeholder engagement, and media intelligence to support the development and launch of impactful knowledge solutions. Through effective content curation, internal communications, and meeting management, the role ensures alignment with NKC 's strategic priorities while enhancing visibility and value delivery across the organization.

About the Role

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Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Collate and curate newsletters by gathering information from different sources.
- Create, prepare and revise presentations as well as department communication material.
- Support NKC Leadership Team in managing operational and strategic priorities.
- Responsible for scheduling cross-site international department meetings, regular Leadership Team activities and the annual face-to-face strategy meeting, as required.
- Play a key role in the implementation of Novartis Knowledge Center strategy.
- Act as communication Single Point of Contact (SPOC) from Novartis Knowledge Center and ensure all the key updates are going into organization level communication.
- Support in the preparation of project showcases and knowledge sharing across sites.
- Attend management meetings and support communication and planning strategic decisions. Follow-Up on agreed action items with the team and ensure timely delivery.

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:

- Masters in operations & strategy or Library Science or Communications with relevant Experience. Additional courses or certifications in the field of AI, Machine Learning, Text-mining and Data visualizations will be preferred.
- At least 5+ years of managing strategic projects, corporate communications, administration and curating newsletter updates. Experience in a multinational company or intercultural / global team environment. Strong communication (both written and oral) and presentation skills.

- Project Management and detailed organizational skills. Proficiency and profound in all Microsoft products (Word, Excel, Power-Point, OneNote). Strategic and Global communication planning

Desirable Requirements:

- Strong written and communication skill.
- Experience working in a matrix environment, across functions, therapeutic areas, regions and countries.

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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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