

## Associate Manager, Operations Analytics & Reporting

Job ID  
REQ-10063608

10月 03, 2025

India

### 摘要

The Associate Manager, Compliance & Analytics Reporting role is responsible for assisting the Manager, Compliance & Analytics Reporting, by providing technical support on specific MAP-associated systems. They will assist with implementing enhancements, resolving technical issues, and completing ad hoc requests in support of the US Business.

### About the Role

Location - Hyderabad #LI Hybrid

About the Role:

The Associate Manager, Compliance & Analytics Reporting role is responsible for assisting the Manager, Compliance & Analytics Reporting, by providing technical support on specific MAP-associated systems. They will assist with implementing enhancements, resolving technical issues,

and completing ad hoc requests in support of US Business.

#### Key Responsibilities:

- Assist with technical enhancements and support across multiple, internally-owned Microsoft Products and other systems (including, but not limited to: Power BI, Power Automate, MS Forms, & Excel)
- Support the implementation of new systems or platforms that leverage Microsoft Products, as approved by the US Business, and define processes for managing the system and supported users
- Compile and distribute requested reports or data to select stakeholders on an ad hoc basis
- Serve as primary escalation point for any issues related to supported systems, providing tactical support, next steps, and ensuring quality of deliverables
- Communicate complex data findings to, and solve problems for, non-technical stakeholders
- Support development of training-related materials for owned systems and attend trainings as a Subject Matter Expert, as needed
- Identify opportunities to improve data quality, cleanliness and democratization across owned and related platforms

#### Essential Requirements:

- Bachelors Degree in Computer Science or related field
- Preferred: Masters or Doctorate in Data Science or Data Analytics
- 4+ years experience working with data and analytics in a highly regulated industry
- Certifications in Microsoft Power Products (Required = Power BI - PL300, Preferred = Power Automate - PL500),
- Established competency in DAX, R, Python, SQL, & SkyLearn coding languages
- Proficiency in structuring, assessing, and transforming data using core functions in Excel
- 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
- Ability to work under tight deadlines and manage multiple projects simultaneously.

#### 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

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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

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Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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