

## Project Partner

Job ID  
REQ-10064209

10月 08, 2025

Lithuania

### 摘要

Ensure daily administrative and project assistance and support to commercial departments (such as P3 activities and to oversee and maintain assigned P&O systems, processes, procedures and documentation.

### About the Role

Staffing & onboarding:

- Support and advise hiring managers throughout Recruitment process and in Onboarding process for new hires.
- Proactively manage the candidate database and recruitment process. Post, close recruitment advertisements in Brassring, screen applicants.
- Prepare Competency interview questionnaires through Lominger system.
- Participate in the interviews and organize preparation/debrief sessions.

- Run Employment checks as per approved process, ensure necessary documentation in place.
- Ensure collection and maintenance of all recruitment supporting documentation.
- Execute recruitment (or other P&O) services purchase process, order POs, manage P&O invoices.
- Ensure P&O onboarding part delivered to new hires. Keep control evidence.

#### P&O projects:

- Support Head P&O in delivery of assigned P&O projects and change initiatives. Support in drafting P&O communications or documentation.
- Upload, edit, change P&O procedures in Compass and ESOPS systems, upon request. Ensure the necessary approvals are in place. Update the P&O processes related procedures and consult associates.
- Perform other activities as assigned by Head P&O Baltics.

#### Marketing:

- Support of DocuSign Consent: Power Link creation, consent collecting, maintaining, archiving process of signed consents.
- Preparation and timely upload of GTS reports and related documentation creation and submission in timely manner.
- Preparation of reports for local authorities.
- Support Novartis Lithuanian WEB page management (translations, corrections, collaboration with business owner and external service providers).
- Act as Novartis Visual Expert.
- Support of digital initiatives and special project as needed.
- Support responsible project owner & team member on planning and execution of key brand plans and product promotional programs and events.
- Invoice handling (SAP /Ariba SLM&MDG)
- Assistance with P3 approval process.
- PO creation and closing activities.
- Vendors creation in SAP Ariba SLM&MDG system.
- Collaboration with Legal and Compliance to ensure timely updates of documents and internal processes.
- Record and maintain current and historical Samples files (electronic and paper) and reconcile to monthly/yearly records.
- Assistance for teams with organizing events, booking travel tickets and other services.
- Assistance in preparing HCP engagement contracts and contracts with Healthcare Organizations (exc Clinical Trials) and Patient Organizations and initiate and manage the signature process via DocuSign or manually.
- Cross functional support in named area of responsibility (events/materials/digital).
- Ensure periodical review of promo materials, documentation according to relevant SOP.

## Ethics and compliance:

- Responsible for P&O related NFCM controls related to recruitment and onboarding, if any.
- Contribute to the brand RMP according to needs.
- Observe strictly any and all applicable internal and external regulations, acts and procedures, including, but not limited to: Internal Rules, Code of Ethics, Corporate Citizenship, P3, local industry code etc.
- Responsible for proper and compliant reporting of Adverse Events in order to fulfill all regulatory requirements and ethical obligations including timely forwarding of all spontaneous reports to local Patient Safety Responsible.
- Comply with the GxP quality requirements applicable to his/her area of responsibility, incl. but not limited to proper reporting of adverse events and customer complaints, samples handling as well as any incident that may adversely affect the quality, safety, identity, strength, purity, availability or efficacy of a commercial product or clinical trial material and/or may compromise the Novartis Quality System and the global Novartis reputation.

The remuneration for this position starts from EUR 3,100 gross, depending on the candidate's experience and qualifications.

The position is offered as a fixed-term contract to provide maternity leave cover.

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部门  
International

Business Unit  
Innovative Medicines

地点  
Lithuania

站点  
Lithuania

Company / Legal Entity  
LTP2 (FCRS = LV001) SIA Baltics, Lithuanian

Functional Area  
Marketing

Job Type  
Full time

Employment Type  
Temporary (Fixed Term)

Shift Work  
No

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