

Project Specialist, Creative and Content Ops

Job ID
REQ-10064395

11月 03, 2025

India

摘要

Centralized Asset Support Team (CAST) is responsible for providing resources and project management support to Novartis Brands to develop / update commercial marketing assets such as digital, print, and web assets. A Project Specialist, Creative (PSC) with CAST is primarily engaged in planning, executing, managing and delivering projects related to production / update to medico-marketing materials with accuracy, clarity, and consistency. PSC may work on projects individually or support the Creative Project Manager (CPM) in managing projects. PSC shall be involved in assessing project requirements, gathering pre-requisites prior to execution, defining timelines and logistics, identifying resources, assigning tasks, tracking / reporting project progress, and sharing updates with the stakeholders / project team. Additionally, the PSC is also responsible for identifying and documenting risks and issues, recommending / executing risk mitigation plans, and work with Project Manager (Creative) / Leadership to implement corrective and preventive action plans. The candidate in this role will be expected to work with colleagues located in Hyderabad, Mexico, Ireland and the US, and work as per the shift-time aligned to US teams' working hours. The PSC is a part of 'Creative' team under CAST and must demonstrate strong collaboration with colleagues across all Novartis sites (India, US, Ireland and Mexico), operate in a metricized environment, maintain highest quality standards, and live Novartis values and behaviors every day.

About the Role

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Support, plan, execute and manage assigned projects (such as Label update, Creative derivatives / Refresh (Business-As-Usual or BAU), etc.) in collaboration with all stakeholders and cross functional teams.
- Accountable to deliver the assigned marketing materials with accuracy, clarity, and consistency and in alignment with MLR, other regulatory and company policy.
- Evaluate / plan the resource requirements, timeline, and other logistics for the assigned projects. Assign tasks & coordinating with all involved teams for project execution.
- Oversee the internal production process and monitor milestones for timely completion (against the plan), coordinating with Project Manager (Creative), Leadership, and Stakeholders to resolve issues / remove roadblocks and keep the process running smooth.
- Track data and report project KPIs to stakeholders through tools such as - Production Asset Tracker (PAT), Working Assets Tracker, TactPlan, Utilization Tracker, RCI (Risks | Concerns | Issues) Tracker, MBR (Monthly Business Review) Dashboard, etc.
- Work with Project Manager (Creative) colleagues, Delivery Managers, Content Writers, (FUSE) Submissions Team, Creative Ops Team, Digital / Web / Video production Vendors, etc.
- Periodically handle high-pressure work if multiple projects are running simultaneously.
- Deliver projects as per Novartis Brand standards, maintaining compliance | quality | production efficiency KPIs, hygiene metrics (Utilization / Productivity) goals, etc.
- Operate with a continuous improvement mindset - look for process improvement opportunities / idea and drive their implementation.
- Support the Leadership in driving site or global initiatives.
- Perform additional tasks as assigned by and agreed with the supervisor.

Essential Requirements:

- Bachelor 's degree holder in any stream
- 2 to 3 years ' project management experience with
- Experience in a Global Capability / Operations Center with a Pharmaceutical organization, or a consulting organization with client/s in Pharma domain

Desired Requirements:

- Master 's degree in medical sciences / pharmaceuticals or Project Management professional, or MBA or a similar management diploma / degree
- Preferably 1 year 's exposure on working with US FDA or other regionally regulated environment.

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 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.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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
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

Job Type
Full time

Employment Type
Regular

Shift Work
No

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