

Intern

Job ID
REQ-10065512

11月 07, 2025

India

摘要

支持团队中的TA负责人/产品经理/产品主管
为团队成员提供增强的营销和秘书支持。
提供分析和运营支持。员工一致对数据进行定性和定量分析,以实现明智的决策。

About the Role

Major Accountabilities

- 负责提供秘书和行政支持。
- 支持项目经理编写营销宣传材料。
- 确保SOP的全面实施。发布月度报告,显示客户满意度。更新分销商数据库
- 确保准确、及时地完成所有报告。

Key Performance Indicators

客户满意度。
准时交货

Work Experience

在制药行业的工作经验

Skills

行政协助
Adobe Indesign的
广告活动
商业网络
沟通技巧
好奇心
客户维系
数字营销
电子邮件营销
营销宣传材料
营销传播
营销计划
移动营销
新闻稿
社交媒体
SOP标准操作程序)
贸易展览

Language

英语

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
Others

Job Type
Full time

Employment Type
Early Career (固定期限)

Shift Work
No

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