

Intern

Job ID
REQ-10065512

11月 07, 2025

India

摘要

-Support the TA Head/Product Managers/Product Executives in the team -Provide enhanced marketing and secretarial support to team members. -Provide analytical and operational support. Associate are aligned to perform qualitative and quantitative analytics on data to enable the informed decision making.

About the Role

Major accountabilities:

- Responsible for providing secretarial and administrative support.
- Support the Project Managers in preparation of promotional material for marketing.
- Ensure the full implementation of the SOP.
- Issuing monthly reports showing customer satisfaction level.
- Update distributors database -Ensure the accurate and timely completion of all reports.

Key performance indicators:

- Customer satisfaction.
- Delivery on time

Minimum Requirements:

Work Experience:

- Working experience within the pharmaceutical industry.
- Market and customer intelligence.
- Market Knowledge and Network is desirable.
- Patient/client driven with excellent communication skills.

Skills:

- Administrative Assistance.
- Adobe Indesign.
- Advertising Campaigns.
- Business Networking.
- Communication Skills.
- Curiosity.
- Customer Retention.
- Digital Marketing.
- Email Marketing.
- Marketing Collateral.
- Marketing Communications.
- Marketing Plans.
- Mobile Marketing.
- Press Releases.
- Social Media.
- Sop (Standard Operating Procedure).
- Trade Shows.

Languages :

- English.

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 (Fixed Term)

Shift Work
No

[Apply to Job](#)



Job ID
REQ-10065512

Intern

[Apply to Job](#)

Source URL: <https://www.novartis.com.cn/careers/career-search/job/details/req-10065512-intern>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/InternREQ-10065512
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/InternREQ-10065512