



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:

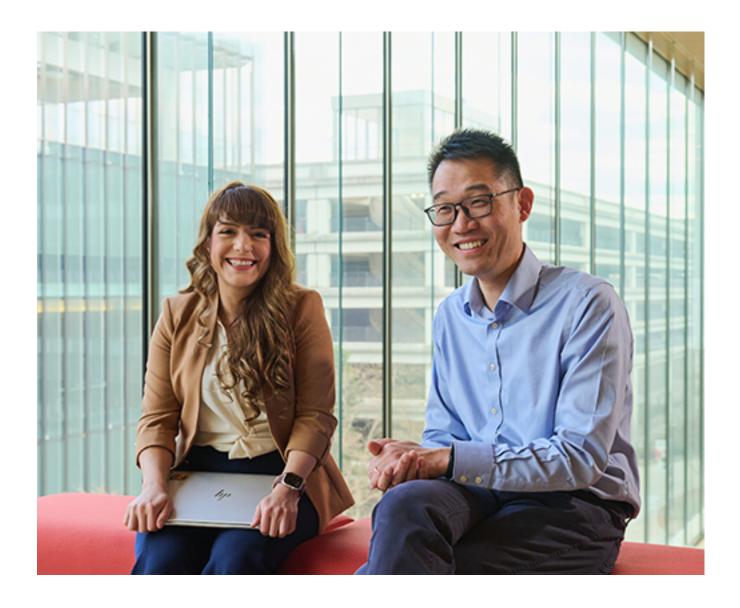
• English.

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| 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 |



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Intern

Apply to Job

- 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/NovartisCareers/job/Hyderabad-Office/InternREQ-10065512
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