

Senior Associate, Submission Specialist

Job ID	
REQ-1	0067206

12月 04, 2025

India

摘要

The Senior Associate Submission Specialist plays an essential role within the content team and is accountable for End-to-End submission support of promotional assets for the US Marketing and operations team in Medico Legal Regulatory tool (FUSE)

About the Role

Location - Hyderabad #LI Hybrid

Key Accountabilities:

- Asset Preparation: Ensure they meet the required specifications
- Login to FUSE: Access the FUSE tool using your credentials
- Create New Submission: Navigate to the submission section and start a new submission.

Upload Assets: Upload the promotional assets, ensuring each file is correctly labelled and categorized

- Metadata Entry: Fill in all required metadata fields accurately
- Review and Validate: Double-check all entries and uploaded files for accuracy and completeness. Submit for Approval: Submit the assets for review and approval by the relevant stakeholders
- Track Progress: Monitor the submission status and coordinate with the relevant scientific writing team. Final Approval: Once approved, ensure the assets are distributed or published as planned

Essential Requirements

- Any bachelor 's degree with 2+ yrs of experience in life science industry
- Having prior experience with Veeva or similar platforms can be an added advantage

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English.

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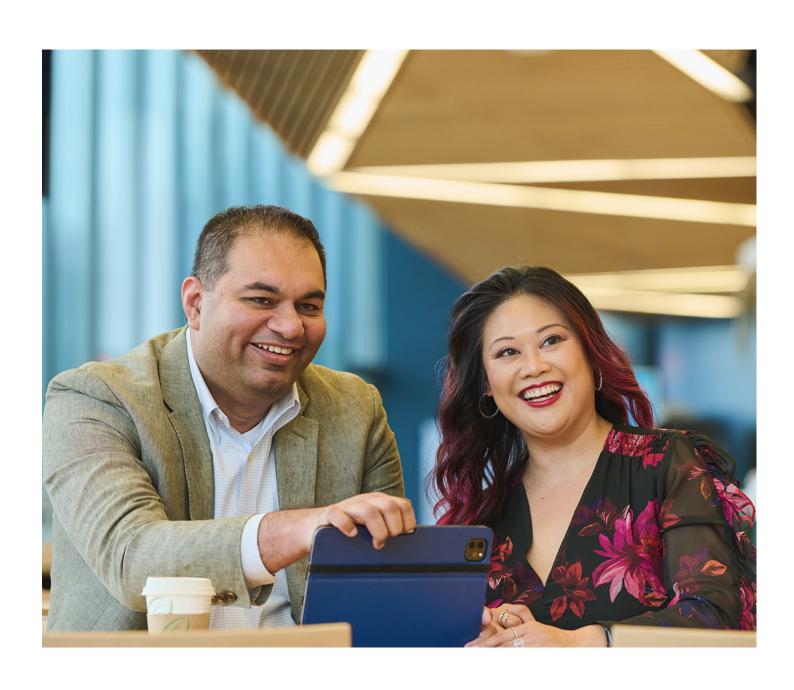
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部门 US

Business Unit Marketing

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
Apply to Job
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