

Senior Associate, Submission Specialist

Job ID
REQ-10067206

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

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
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

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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