

Sr. Medical Infomation Manager I

Job ID REQ-10068634

12月 11, 2025

Mexico

摘要

Position Summary

Integral member of the Medical Information team who leverages therapeutic and product knowledge of Novartis products to optimize internal and external customer communications. This position offers an opportunity to work on cross-functional teams to support Novartis products.

About the Role

Position Summary

Integral member of the Medical Information team who leverages therapeutic and

product knowledge of Novartis products to optimize internal and external customer communications. This position offers an opportunity to work on cross-functional teams to support Novartis products.

Job Responsibilities:

- Create and deliver timely responses to unsolicited medical information inquiries from HCPs in a multi-media environment and record interaction information according to Novartis and regulatory guidelines.
 - Create and review Medical Response Documents (MRDs) for product portfolio.
- Collaborate with cross-functional teams including global MI colleagues and Medical Strategy Teams (MSTs) to define strategies and execute tactics.
- Develop and provide therapeutic area and product training to internal customers and partners (e.g., Medical Information, Compliance, Customer Interaction Center [CIC]).
- Support in development and implementation processes for internal departments as they relate to daily MI activities.
 - Participate in projects to optimize Medical Information services.
- Monitor, collect, and analyze metrics for MI activities. Develop reports, identify actionable insights, and present findings within MI and to its partners.
- Assist in internal audit and external inspection preparedness ensuring compliance with all legal, regulatory, and Novartis guidelines.
 - Identify and champion best practices in MI.

Competencies

- Communicates Effectively
- Manages Complexity
- Balances Stakeholders
- Action Orientation [Takes initiative]

- Optimizes Work Processes
- Drives Results
- Collaborates
- Decision Making [Making the right call]
- Demonstrating courage [Being authentic]
- Problem Solving

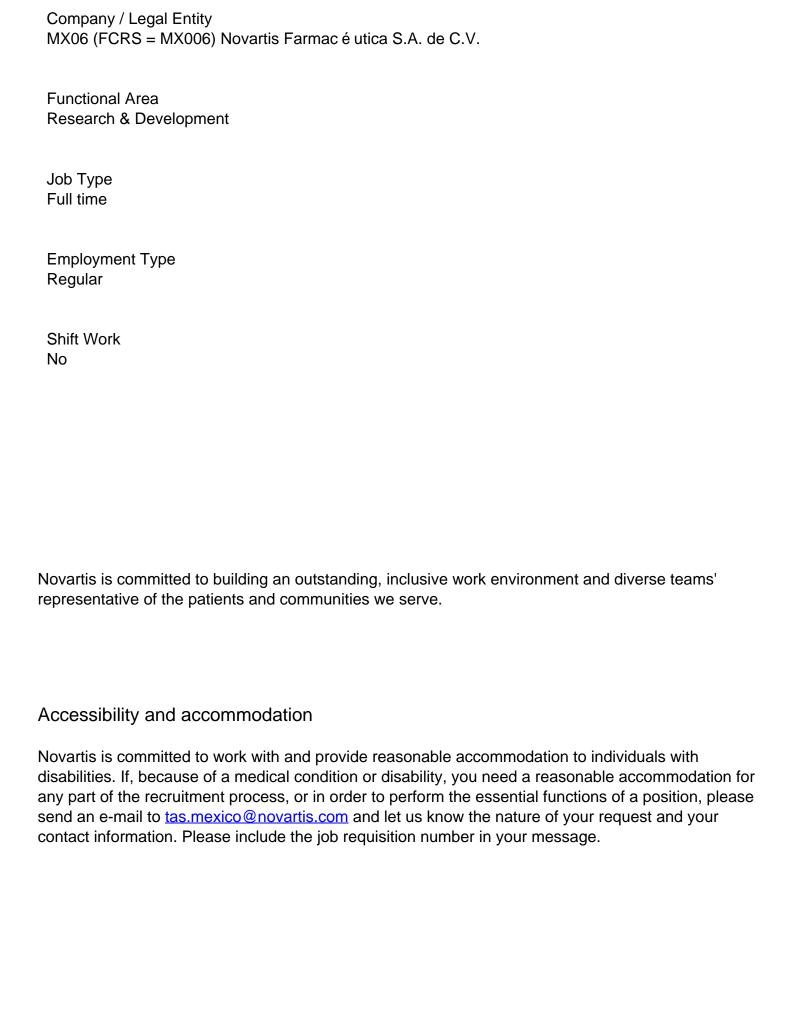
Position Requirements

- PhD, PharmD, MD, or equivalent
- Three or more years of experience in medical writing, medical information/drug information, and/or relevant clinical experience
 - · Ability to acquire knowledge of various disease states and products
- Strong verbal and written communication skills
- Strong ability to negotiate, resolve conflicts, prioritize, organize, and lead through influence in a complex, matrix environment
 - Proven literature analysis and evaluation skills
 - · Proficient in Microsoft Word, PowerPoint, and Excel
 - Technologically savvy
 - Ability to manage multiple projects within defined timelines

Location

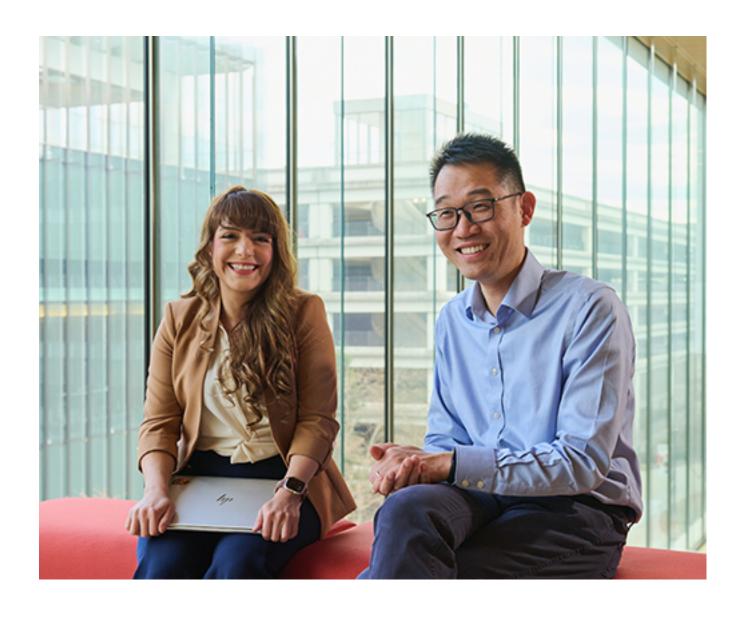
Availability to work and be available during US business hours (9:00 a.m. - 5:00 p.m. EST), schedule coordination in advance to ensure US Holiday coverage, and on call for critical matters, based on business needs.

before applying for a differe gain sufficient experience a	nt role, according to loc nd demonstrate their ca or a different role typica	rent role for at least 18 months cal guidelines. This allows them apabilities in their current positi- ally requires approval from the am.	n to
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