

Summer Student - Medical Affairs

Job ID
REQ-10071803

2月 18, 2026

Canada

摘要

Location: Montreal, #LI-Hybrid

From May 4 to August 28, 2026 - 17 weeks

Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Collaborate with the GDOC (Grants and Donations Committee) by preparing review packages, organizing documentation, tracking decisions, and supporting follow up communications according to approved processes.
- Maintain G&D documentation repositories (SharePoint/Teams), ensuring that guidelines,

templates, SOPs, and decision logs remain current and well organized for internal and audit use.

- Monitor submission windows and timelines, helping coordinate communications to internal stakeholders and supporting transparency and consistency across business units.
- Assist in preparing reports, summaries, and dashboards to support leadership visibility into volume, decisions, and trends across G&D requests.
- Support continuous process improvement, including benchmarking, identifying efficiency gaps, and assisting with future updates to the G&D process.

Essential Requirements:

- Currently enrolled in a Bachelor ' s or Master ' s program (Life Sciences, Business, Communications, or related fields).
- Strong organizational skills and attention to detail.
- Comfortable working with digital collaboration tools (Teams, online whiteboards, SharePoint, Outlook).
- Excellent communication skills (written and verbal).
- Ability to manage multiple deadlines and work in a dynamic environment.
- Proactive, resourceful, and comfortable working with ambiguity.
- Language & Level : French intermediate- English intermediate.

Commitment to Diversity and Inclusion: Novartis is committed to building outstanding, inclusive work environment and diverse team ' s representatives of the patients and communities we serve.

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>

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门

International

Business Unit

Development

地点
Canada

站点
Montreal

Company / Legal Entity
CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area
Others

Job Type
Full time

Employment Type
Early Career (Fixed Term)

Shift Work
No

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