NOVARTIS

DAM Librarian

Job ID
REQ-10072914

3   02, 2026

India

The DAM Librarian provides operational support in content and digital asset management, including migration, verification, asset rights management, curation, and archival. The role manages day-to-day operations of the Novartis Enterprise DAM and MLR workflow, ensuring final creative assets are quality-checked, correctly rights-tagged, and available for compliant reuse across the enterprise to drive efficiency and scale.

About the Role

Location – Hyderabad #LI Hybrid

Key Responsibilities:

- Conduct source file verification within the workflow prior to assets being made available on

FUSE DAM.

- Verify asset rights information provided by Agencies of Record and tag creative components with accurate usage rights metadata.
- Generate public CDNs for web-optimized and print-ready PDFs as part of the SFU workflow and for ad hoc requests.
- Engage with agency contacts and content owners to follow up on outstanding tasks and resolve queries related to source file uploads and asset rights management.
- Provide support for DAM curation activities including content owner updates, agency updates, task re-assignment, workflow resets, on-demand report scheduling, and assisted search.
- Provide asset migration and bulk upload support to onboard new business units and teams onto the Novartis DAM.
- Partner with the Customer Experience product team to test new feature releases and execute other DAM-related test scenarios.
- Build and maintain subject matter expertise in digital asset management capabilities, workflows, and governance requirements.
- Drive knowledge sharing and people development across the librarian team.
- Support service leads in onboarding and ramp-up of new team members.

Essential Requirements:

- B Tech, B Sc, or equivalent graduation.
- Aprimo certification.
- Veeva Vault PromoMats certification.
- 5+ years of experience working on digital libraries and or DAM operations.
- Excellent communication and interpersonal skills.
- Proficient understanding of broader content management goals and how DAM supports asset re-use and efficiency.
- Strong attention to detail and consistent focus on quality.
- Proven ability to self-manage, prioritize, and deliver independently.

Commitment to Diversity and Inclusion:

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

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Skills Desired

Digital Asset Management, Digital Libraries, FUSE DAM, Aprimo, Veeva Vault PromoMats, Metadata

and Taxonomy, Usage Rights Management, Asset Verification, Bulk Upload and Migration, DAM Curation, CDN Generation, UAT Testing, Stakeholder Management

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)

International

Business Unit
Marketing

India

Hyderabad (Office)

Company /Legal Entity
IN10 (FCRS = INO10) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No


```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69a9521f34db1214046286"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; //Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth   var config = { targetId:
"kalturaplayer69a9521f34db1214046286", provider: { widgetId: "1Om7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", //Default: bottom;(' left' , ' right', ' top' , 'bottom' ) to
enable transcript expandMode: "over", //Default: alongside;(' alongside', ' hidden' , 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```


```
try { var kalturaPlayer = KalturaPlayer.setup(config); //Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } //Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } } catch (e) { console.error(e.message) }
```

VIDEO

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