

## Intern

Job ID  
REQ-10079801

6月 03, 2026

Taiwan

### 摘要

-To be used only for Intern or Student positions. Please enter specific details in the Additional Specifications Details field

### About the Role

Major accountabilities:

- Pharmacovigilance Operations Support
  - Assist in the intake and tracking of adverse event (AE) reports from various sources (e.g., PSPs, HCPs, internal stakeholders)
  - Support case documentation and ensure completeness of required safety data before submission
  - Perform data entry and reconciliation in safety tracking tools or local logs
  - Assist in follow-up activities for missing information under supervision

## Compliance and Documentation

- Support maintenance of PV documentation, including local SOPs, working instructions, and training records
- Participate in document review and formatting for audit readiness

## Safety Reporting and Monitoring

- Assist in tracking submission timelines for Individual Case Safety Reports (ICSRs)
- Support preparation of periodic reports, metrics, or dashboards as required

## Cross-functional Collaboration

- Coordinate with internal stakeholders (e.g., Medical Affairs, PSP teams, Quality) to collect safety information
- Support communication with external service providers (ESPs) if required
- Participate in internal meetings and contribute to meeting minutes or action tracking

### Key performance indicators:

- Timely and accurate support of AE processing activities
- Compliance with internal procedures and documentation standards
- Quality and completeness of assigned tasks
- Contribution to audit readiness and team deliverables

### Minimum Requirements:

#### Work Experience:

- NA.

#### Skills:

- Strong attention to detail and data accuracy
- Good organizational and documentation skills
- Effective communication (written and verbal)
- Ability to handle confidential information with integrity
- Proficiency in Microsoft Office (Excel, PowerPoint, Word), Copilot
- Fluent in English; Chinese is a plus

#### Languages :

- English.

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部门  
Development

Business Unit  
Development

地点  
Taiwan

站点  
Taipei

Company / Legal Entity  
TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area  
Others

Job Type  
Full time

Employment Type  
Early Career (Fixed Term)

Shift Work  
No

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