NOVARTIS

Regulatory Translation Coordinator

Job ID
REQ-10092011

十一月 12, 2026

India

摘要

Supports the provision of timely, high-quality regulatory translations essential for product registration, maintenance, and launches worldwide.

About the Role

Major Responsibilities

- Performs general coordination and administrative tasks to support the Regulatory Translation Solutions” group functioning.
- Grants access to relevant CO associates to “Regulatory Translation Solutions” group repository folders and keeps access information updated.
- Organizes and archives documentation in team repositories, including dispatch emails and surveys as required.
- Ensures renewal of licenses regarding translation-related software and indexing

tools,including Trados Studio, Verifika, and dtSearch
- Updates team lists and trackers, e.g. general job list, invoicing tracker, QC tracker, quality incidents tracker, email contact lists, CO job list tracker.
- Assists team members with the preparation of reports and presentations.
- Responsible for invoices and creation of POs on behalf of the Head of regulatory translations.
- Maintains invoice records. Addresses invoicing-related matters with vendors or service providers.
- In the absence of Regulatory translations project managers or at their request, assigns urgent
- jobs to appropriate vendors, and performs quick format checks on outsourced translations
- before delivery. Provides support with uploading and downloading files from relevant databases as necessary

Essential Requirements

- 3 years of administrative experience, especially in Regulatory Affairs.
- Strong problem-solving skills. Proficiency in Office tools (Excel a must).
- Excellent organizational skills. Commitment to quality.
- Good interpersonal skills.
- Highly committed and team oriented

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部门
Development

Business Unit
Development

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId: "kalturaplayer6af66d02d2946768417597", provider: { widgetId: "10m7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop: false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [{ presets: ['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get: kPlayer.ui.components.Remove }] } }; // Check and add plugins only if they exist if (kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if (kPlayer.plugins["transcript"]) { config.plugins["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 }; } if (kPlayer.plugins["preventSeek"]) { config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; } config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if (kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if (kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if (kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if (kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if (kPlayer.plugins["googleAnalytics"]) { 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 } }; }

// Ensure the global player registry array always exists, regardless of embed type. window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise = thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to capture the player directly. thumbEmbedPromise .then(function(player) { window.kalturaPlayerVideos.push(player); // Notify kaltura-datalayer.js that a new player is ready so it can // attach custom event listeners immediately, regardless of when // the user clicked the thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', { detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) { console.error(e.message) }

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