

# Associate Manager, Compliance Analytics & Reporting

Job ID

REQ-10054989

Jun 25, 2025

India

## Summary

The Associate Manager, Compliance & Analytics Reporting role is responsible for assisting the Manager, Compliance & Analytics Reporting, by providing technical support on specific MAP-associated systems. They will assist with implementing enhancements, resolving technical issues, and completing ad hoc requests in support of the US Business.

## About the Role

**Location – Hyderabad #LI Hybrid**

### About the Role:

The Associate Manager, Compliance & Analytics Reporting role is responsible for providing technical support on specific MAP-associated systems. They will be accountable for implementing enhancements, resolving technical issues, and completing ad hoc requests in support of the US Business.

### Key Responsibilities:

- Manage technical enhancements and support across multiple, internally-owned Microsoft Products (including, but not limited to: Expedited Review Approval (MS Forms & Power Automate, Brand Calendar (PowerBI), and MAP Demand Model (Power Bi, Python, Skylearn))
- Implement new systems or platforms that leverage Microsoft Products, as approved by the US Business, and define processes for managing the system and supported users
- Identify opportunities to improve data quality, cleanliness and democratization across owned and related platforms
- Compile and readout related metrics and trends for owned systems to Leadership on a monthly, quarterly, and yearly basis
- Compile and distribute requested reports or data to select stakeholders on an ad hoc basis
- Serve as second escalation point for any issues related to supported systems, providing tactical support, next steps, and ensuring quality of deliverables
- Communicate complex data findings to, and solve problems for, non-technical stakeholders
- Support development of training-related materials for owned systems and attend trainings as a Subject Matter Expert, as needed

### Essential Requirements:

- Bachelors Degree from an accredited University

- B.E/Btech/BCA/MBA/B.A.Computer Science/MCA/Mtech
- 4 years' experience in an analytics or data driven organization with a strong focus on enabling data driven decision-making
- Strong understanding of US Compliance & Regulatory laws and processes
- Knowledge of the US Materials Approval Process and its role in maintaining compliance and auditability
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration skills.
- Pro-active in handling complex situations & problems
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Proficiency in marketing automation tools and analytics platforms.
- Ability to manage team members, as needed
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

### **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:**

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Division

US

Business Unit

Universal Hierarchy Node

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Legal & Intellectual Property & Compl.

Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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