

Scientific Communications - Operations Manager

Job ID

REQ-10056422

Jul 03, 2025

India

Summary

The Medical Operations manager supports the TA Content Development Team on various operational aspects of assigned projects/activities. The role also provides project support to the Scientific Writer across the delivery lifecycle with agreed specific responsibilities related to Fuse/MLR review and approval which will help the writer to focus on the scientific content.

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

- Execute services and meet planned deliverables in line with defined roles and responsibilities agreed with business colleagues.
- Support set-up and maintenance of information in Datavision and other systems as applicable: Update data, timelines, milestones, author agreements, debarment checks, Ethics Committee (EC)/Health Authority (HA) authorizations, etc. on an ongoing basis.
- Support TA Scientific Lead with budget management, ensuring accurate planning, tracking and reporting of budget as applicable. Perform Good receipt booking in line with Vendor financial report and project status, as required.
- Support set-up and maintenance of Veeva Vault (or other content repository): Ensuring that all key documents are present and approved as appropriate. Follow up with Medical Communications Lead at agreed frequency for maintenance.
- Support in External Service Provider coordination including contract, procurement and budget management
- Responsible for project management support to the Scientific Writer ensuring the end-to-end effective project delivery and approval through medical legal regulatory review across:
- Initiate and create / amend a submission package (as required)

Minimum Requirements:

Education

Relevant educational background in life sciences/Healthcare (Ideally a bachelor's degree or above in life sciences) or equivalent combination of education, training and experience.

Experience Required

7+ years of operational experience in a pharmaceutical company: 4 - 5 years' experience with medical legal

review or relevant industry experience a plus

Skills/Qualifications

Experience in finance: forecast, actuals, cost reconciliation, a plus

Strong technical and organizational skills (Excel, PowerPoint)

Detail oriented.

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

India

Site

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
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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.

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