

Business Development Executive (12-month contract)

Job ID
REQ-10056726
Jul 01, 2025
Vietnam

Summary

Location: Ho Chi Minh #LI Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the role:

- Support BD & Alliance Manager related BD tasks included alliance management, BD projects (new deal/ renewal).
- Gain knowledge about BD sector: how to run a BD deal, how to manage sustainable alliance relationship & external stakeholder management
- Enrich the experience & knowledge in pharma industry with micro and macro view

This role reports directly to Business Development & Alliance Manager.

About the Role

Major Responsibilities:

- Prepare simple slides/ report for BD meetings.
- Arrange requested BD meetings.
- Calculate performance, KPI (with existing template), compare with market data/ deal TGT.
- On behalf of BD to join monthly meetings with x functional and partners.
- Join other BD meetings, build meeting recap and work with BD Manager to follow up the recap.
- Work with x-function and prepare BD documents such as letter for product information change, supply commitment..., legal documents (CDA, annex, PAF...). Process signature.
- Upload the performance/ KPI to Q-link internal system.
- Other tasks as assigned from BD & Alliance Manager and TA Head.

Requirement:

- Pharma background is preferred.
- Working experience in pharma industry at least 1 years.
- Have knowledge of tendering, pharma retails, different pharma stakeholders.
- Basic understanding of pharma law & regulation.
- Cross-functional collaboration, project management, problem solving, time management.
- Result oriented, clear communication.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division
International
Business Unit
Universal Hierarchy Node
Location
Vietnam
Site
Vietnam
Company / Legal Entity
VN04 (FCRS = VN004) NVS Vietnam Company Ltd
Functional Area
Facilities & Administration
Job Type
Full time
Employment Type
Regular
Shift Work
No
[Apply to Job](#)

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

Job ID
REQ-10056726

Business Development Executive (12-month contract)

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/careers/career-search/job/details/req-10056726-business->

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Vietnam/Business-Development-Executive--12-month-contract-_REQ-10056726-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Vietnam/Business-Development-Executive--12-month-contract-_REQ-10056726-1