

Intern Associate Analyst

Job ID
REQ-10028519
Nov 05, 2024
India

Summary

-Support the TA Head/Product Managers/Product Executives in the team -Provide enhanced marketing and secretarial support to team members. -Provide analytical and operational support. Associate are aligned to perform qualitative and quantitative analytics on data to enable the informed decision making.

About the Role

Major accountabilities:

- Responsible for providing secretarial and administrative support.
- Support the Project Managers in preparation of promotional material for marketing.
- Ensure the full implementation of the SOP.
- Issuing monthly reports showing customer satisfaction level.
- Update distributors database -Ensure the accurate and timely completion of all reports.

Key performance indicators:

- Customer satisfaction.
- Delivery on time

Minimum Requirements:

Work Experience:

- Working experience within the pharmaceutical industry.
- Market and customer intelligence.
- Market Knowledge and Network is desirable.
- Patient/client driven with excellent communication skills.

Skills:

- Administrative Assistance.
- Adobe Indesign.
- Advertising Campaigns.
- Business Networking.
- Communication Skills.
- Curiosity.
- Customer Retention.
- Digital Marketing.
- Email Marketing.

- Marketing Collateral.
- Marketing Communications.
- Marketing Plans.
- Mobile Marketing.
- Press Releases.
- Social Media.
- Sop (Standard Operating Procedure).
- Trade Shows.

Languages :

- English.

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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