

Intern - Transparency Services

Job ID
REQ-10028713
Nov 05, 2024
India

Summary

-Provide highly professional and reliable administrative and organizational services. Provide proactive and independent project co-ordination services for the ERC Function.

About the Role

Major accountabilities:

- Administrative and organizational services: -Manage correspondence and calendar of the leader; independently prioritize requests for meetings and assign matters to team members where appropriate - Maintain overview of all deadlines for submissions to, and actions arising from, various Committees at very senior levels (including Board of Directors, ECN, Legal Leadership Team, various Steering Committees) -Organize all logistics for Compliance Steering Committee meeting , Global Policy Committees (chaired by Group General Counsel), Misconduct Prevention Working Group Meetings, Group I&C Team meetings and other important meetingsSupport Project Coordination through timely execution -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- To be updated

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- Project Management.

Skills:

- Analytical Skill.
- Auditing.
- Business Partners.
- Due Diligence.
- Microsoft Powerpoint.
- Proactivity.
- Risk Management.
- Software Frameworks.
- Tax.

- Translation.

Languages :

- English.

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>

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<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

Operations

Business Unit

CTS

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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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.

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

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