

# EPRM Specialist (External partner Risk management)- Mandarin Speaker

Job ID

REQ-10047300

Apr 16, 2025

Malaysia

## Summary

-To maintain effective measures to monitor and ensure that the global process is fully and consistently implemented across the country. Support operations and continuous improvement reviews to define and implement actions and projects to continuously enhance the process effectiveness and efficiency.

## About the Role

### Major Accountabilities

- Support the creation, deployment and on-going maintenance of metrics and benchmark to monitor the performance of the global process and its enabling system(s).
- Support the process super user community, ensuring regular engagement, training (including process & tool demo) and collection of feedback.
- Provide guidance and support to the regions and countries and identify areas requiring process and systems reviews.
- Support process reviews in the regions and countries and provide direction to develop and implement action plans to address identified gaps.
- Support the execution of the country/local performance improvement plans.
- 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:

- Manage daily operations and complete the task as per required TAT.
- execution of responsibilities in a timely and efficient manner

### Minimum Requirements:

#### Work Experience:

- Major Change.
- Operations Management and Execution.
- Representing the organization.
- Collaborating across boundaries.
- Functional Breadth.

### Skills:

- Leveraging technology for business and customer needs.

- Understanding digital.
- Effective communication.

## Languages :

- English
- Mandarin

## Additional Specification

- Timely completion of Third Party Risk Assessments.
- Timely follow up and closure of open CAPAs.
- Process accuracy and quality in line with defined Standard Operating Procedures.
- Process productivity.
- Customer satisfaction.
- Contributions in process improvement.

## Education & Qualification

- University/Advanced degree is required.

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://talentnetwork.novartis.com/network>
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4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Selangor/EPRM-Specialist--External-partner-Risk-management---Mandarin-Speaker\\_REQ-10047300-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/EPRM-Specialist--External-partner-Risk-management---Mandarin-Speaker_REQ-10047300-2)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Selangor/EPRM-Specialist--External-partner-Risk-management---Mandarin-Speaker\\_REQ-10047300-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Selangor/EPRM-Specialist--External-partner-Risk-management---Mandarin-Speaker_REQ-10047300-2)