

# Specialist/Analyst - Supplier Quality Management

Job ID

REQ-10052520

May 19, 2025

India

## Summary

-Manages End to End Supplier Quality & Compliance Management activities like Quality Assurance Agreements, Quality Risk Assessments, Annual Monitoring Reports, New Supplier/Material Onboarding/Exit...etc.

## About the Role

### About the Role:

Responsible for Supplier Quality Management activities - Supplier onboarding, Supplier routine monitoring and Supplier Exits from Quality & Compliance perspective.

### Key Responsibilities:

#### Supplier Quality Management:

- Drafting of Annual Monitoring and Certification report for incoming materials
- Drafting / Negotiation (if applicable) and Archival of Quality Assurance Agreement with Suppliers/Service providers
- Evaluation and Management of Supplier Change Notifications (SCN) and Initiation of change record for the applicable SCN
- Drafting and Evaluation of Supplier's incoming materials Specification
- Performing Quality Risk Assessment (QRA) for existing and new Suppliers / Service providers
- Management of Supplier/ Material qualification and supplier related documentations
- Preparation of regulatory statement for materials and finished products
- Management Quality records, Support the Service Delivery team (SDT) with quality topics and 3rd PAP Management in TPRM (Third Party Risk Management) tool
- Co-ordination with stakeholders in SIM (Supplier Information Management) approval process for Quality deliverables
- Evaluation of Change control tasks related to supplier quality management
- Audit preparation support and CAPA Management
- End to end deliverables for supplier quality management activities as per the delegated task from the business partner.
- Supplier / Vendor Quality Management Experience is Preferred.

### Commitment to Diversity & Inclusion: :

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

## Essential Requirements:

- Continuous Learning.
- Dealing With Ambiguity.
- Gmp Procedures.
- Qa (Quality Assurance).
- Quality Control (Qc) Testing.
- Quality Standards.
- Self Awareness.
- Technological Expertise.
- Technological Intelligence.

## Languages :

- English.

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Division

Operations

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Quality

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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