

# Specialist, Compliance & Risk Ops

Job ID  
REQ-10054950  
Jun 19, 2025  
India

## Summary

The Specialist, Compliance & Risk Ops role supports the Audit Readiness Team with identifying, investigating, and triaging compliance issues for tracking and resolution. They will be responsible for assessing escalated issues and communicating them to the relevant Audit Readiness Team member(s) or other stakeholders. They will also identify and support enhancements to the Audit & Monitoring process.

## About the Role

**Location – Hyderabad #LI Hybrid**

### About the Role:

The Specialist, Compliance & Risk Ops role supports the Audit Readiness Team with identifying, investigating, and triaging compliance issues for tracking and resolution. They will be responsible for assessing escalated issues and communicating them to the relevant Audit Readiness Team member(s) or other stakeholders. They will also identify and support enhancements to the Audit & Monitoring process.

### Key Responsibilities:

- Daily monitoring of various dashboards, cadenced in-channel monitoring, proactive audit readiness approach oversight, maintenance of documentation and readout to various stakeholders in a timely and efficient manner to inform compliance
- Seamless execution of audit readiness activities and proper documentation to support the US business, ensuring quick next steps or resolution. Ensuring timely escalation to Manager or Compliance Team Lead, to seek clarity and guidance, if appropriate
- Initial assessment of risk on sample materials from activated digital channels, with appropriate triage through execution of appropriate audit readiness processes
- Reporting of relevant issues through internal Novartis "SpeakUp" process
- Support with gathering documentation, points of contact, and other relevant information for root cause analysis of relevant issues
- Oversight and support for accurate completion of internal CA/PA form
- Assistance with implementation of corrective actions
- Document preventative action and inform appropriate stakeholders on implementation and next steps
- Participate and support as a subject matter expert for specific findings in cadenced and ad hoc meetings

### Essential Requirements:

- Bachelors Degree from an accredited University
- 2 -3 Years supporting Compliance or Audit in the Life Sciences industry

- Strong understanding of US Compliance & Regulatory laws and processes
- Knowledge of the US Materials Approval Process and its role in maintaining compliance and auditability
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration skills.
- Pro-active in handling complex situations & problems
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Proficiency in marketing automation tools and analytics platforms.
- Understanding the complexity of integrated working in a matrix and geographically dispersed environment.
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

### **Commitment to Diversity and Inclusion:**

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

### **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](mailto: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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Division

US

Business Unit

Universal Hierarchy Node

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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