

Promotion Submission Specialist

Job ID
REQ-10056207
Jun 26, 2025
India

Summary

The Promotion Submission Specialist works with some independence under limited supervision to prepare and submit promotional material submissions to the Office of Prescription Drug Promotion (OPDP).

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

- Responsible for the preparation and paper and/or electronic submission of promotional materials at time of first use.
- Responsible for the preparation and paper and/or electronic submission of other promotional materials, including requests for advisory comments and pre-submission of promotional materials for products under accelerated approval.
- Proficient with the electronic review system for promotional materials to perform assigned submission tasks.
- Assists in the development, implementation, and maintenance of administrative procedures, working practice documents, and SOPs relevant to the submission of promotional materials.
- Remain current on FDA regulations and guidance, legal requirements, and Novartis document standards relating to the preparation and submission of promotional materials.
- Responsible for prioritizing and tracking promotional submissions, including managing daily workload.

Interfaces with Regulatory Advertising and Promotion Reviewers, DRA Ops, especially publishers, IT, CA&PE, Brand Marketing, and Ethics and Compliance.

Minimum Requirements:

- BS Degree or equivalent in education and/or experience preferred. 1-2 years pharmaceutical experience preferred.
- A working knowledge of the PC desktop environment and the Microsoft suite of products.
- Experience with Adobe Acrobat and other operating submissions systems.
- Speed and flexibility focused on the timely delivery of quality submissions.
- Ability to plan and prioritize workload. Ability to learn new systems/programs.

- Analytical and problem-solving skills associated with document reviews and inquiries.
- Effective communication and interpersonal skills with the ability to interact with individuals at various levels of the organization. Highly motivated and a self-starter.

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You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

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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

Finance

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

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.

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