

Copy Editor

Job ID
REQ-10056421
Jun 27, 2025
India

Summary

To achieve excellence in scientific communication by performing copy editing and providing relevant operational support in delivering scientific communication needs (publication and medical education) with high quality.

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

- Responsible for independently performing copy editing (with high quality) of complex scientific communication deliverables. Monitors quality of copy editing performed by internal/external copy editors.
- Works in close collaboration with Scientific Writers and scientific communication lead (SciComm) to understand scope of work and help in project planning to ensure timely delivery of copy editing with high quality.
- Accountable for implementing deliverable-specific internal or external style guidelines (AMA Manual of Style, internal brand-specific templates) reference management, copy editing, language editing, and proofreading of scientific communication deliverables.
- Establishes strong collaboration with the Scientific Writers, Team Leads, and LT to develop plan for improving the quality of deliverables by identifying gaps and conducting trainings for Scientific Writers
- Complies with Novartis and MedComms specifications, project management standards, and policies.

Minimum Requirements:

Education

Minimum: Bachelor's degree in Life Science or Pharmacy

Master's degree in Life Science or Pharmacy preferred

Experience Required

3 to 6 years of experience in performing copy editing on pharmaceutical deliverables (publication and medical education assets)

Skills/Qualifications

Proficiency in AMA Manual of Style, 11th Edition

Strong negotiation and problem-solving skills

Quality mindset and eye for detail. Understanding of various publication guidelines and regulatory environment

Excellent knowledge of medical and scientific terminologies

Good understanding of MS Office applications

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Division

Finance

Business Unit

Universal Hierarchy Node

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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