

# Business Development Executive (12-month contract)

Job ID  
REQ-10056726  
Jul 01, 2025  
Vietnam

## Summary

Location: Ho Chi Minh #LI Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the role:

- Support BD & Alliance Manager related BD tasks included alliance management, BD projects (new deal/ renewal).
- Gain knowledge about BD sector: how to run a BD deal, how to manage sustainable alliance relationship & external stakeholder management
- Enrich the experience & knowledge in pharma industry with micro and macro view

This role reports directly to Business Development & Alliance Manager.

## About the Role

### Major Responsibilities:

- Prepare simple slides/ report for BD meetings.
- Arrange requested BD meetings.
- Calculate performance, KPI (with existing template), compare with market data/ deal TGT.
- On behalf of BD to join monthly meetings with x functional and partners.
- Join other BD meetings, build meeting recap and work with BD Manager to follow up the recap.
- Work with x-function and prepare BD documents such as letter for product information change, supply commitment..., legal documents ( CDA, annex, PAF...). Process signature.
- Upload the performance/ KPI to Q-link internal system.
- Other tasks as assigned from BD & Alliance Manager and TA Head.

### Requirement:

- Pharma background is preferred.
- Working experience in pharma industry at least 1 years.
- Have knowledge of tendering, pharma retails, different pharma stakeholders.
- Basic understanding of pharma law & regulation.
- Cross-functional collaboration, project management, problem solving, time management.
- Result oriented, clear communication.

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Division  
International  
Business Unit  
Universal Hierarchy Node  
Location  
Vietnam  
Site  
Vietnam  
Company / Legal Entity  
VN04 (FCRS = VN004) NVS Vietnam Company Ltd  
Functional Area  
Facilities & Administration  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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