

Senior Manager - Compliance and Risk Operations

Job ID
REQ-10015211

9月 18, 2024

India

摘要

Responsible for performing activities related to risk and compliance operations, ensuring resource and time allocation for completing all activities according to Novartis global and local procedures, Good Documentation Practices and Health Authority regulations. This includes but is not limited to project coordination, liaising with Novartis stakeholders, compliance officers and external agencies to ensure compliance guidelines are met for any projects/process driven by Novartis businesses.

About the Role

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Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Individual contributor and perform Legal and Compliance related activities for ERC Professionals and other Novartis Business Stakeholders by driving assurance and fostering monitoring capabilities.
- Serve as a focal point of contact for assigned projects and build strong partnership by providing consultation on delivery and progress with compliance, risk and advance analytical skills.
- Prepares and coordinates with stakeholders for existing/new projects and manage day-to-day deliverables as assigned.
- Provide subject matter expertise, support and consultation to colleagues as per the defined parameters of the project.
- Accountable for operational executions of the projects and facilitate change via technology or continuous improvement and simplification of the process. Ensure quality control (QC) checks for the assigned projects/deliverable to meet business expectations.
- Ensure consistently high level of business satisfaction through effective management of work and corresponding demand.
- Follow and track key deliverables and the respective milestones. Ensure accurate and timely delivery and provide update on the delivery progress to the leadership and other stakeholders.
- Team player with ability to work in a complex matrix environment, interact with all levels of management and work on complex projects in a cross-functional team environment.

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:

- 10 to 14 years of overall experience in project liaison, client liaison, compliance officer, process coordinator related activities in any industry
- Preferably in a project management environment or contributor in the area of Risk and Compliance.
- Experience working with global stakeholders
- Strong and proactive in performing project coordination

Desirable Requirements:

- Excellent written and oral communication skills
- Risk Management and (or) compliance execution experience

Good project management skills and ability to manage multiple stakeholders effectively

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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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>

Operations

Business Unit
CTS

地点
India

站点
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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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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