

## T&L Operational Expert

Job ID  
REQ-10022359

10月 04, 2024

India

### 摘要

Location: Hyderabad #LI Hybrid

About the role:

Operationally support Training & Learning activities across defined scope within NTO, to ensure compliance and enhance access to learning for associates.

### About the Role

Key Responsibilities:

- Compliantly manage the in-scope training matrix
- Define system set-up and co-ordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc) with the LMS administrators.

- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of NTO associates
- Manage local learning events for the NTO Operations Hubs; support local learning events on in-scope sites

#### Essential Requirements:

- Minimum Bachelors degree preferably in Life Sciences or related field.
- Minimum 3 years of experience into Training & Learning in Quality or related field.
- Demonstrated experience of working with learning management systems preferably CSOD.
- Knowledge of GxP requirements (esp. training and documentation).
- Ability to work with a cross-functional, cross-cultural team within a matrix organization

#### Desirable requirements:

- Good knowledge of Excel & other reporting tools

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

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部门  
Operations

Business Unit  
Innovative Medicines

地点  
India

站点  
Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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