

## Access & Operations Coordinator - Emirati Nationals

Job ID  
REQ-10037950

1月 23, 2025

Utd.Arab Emir.

### 摘要

The PSP Coordinator will support the Value & Access (V&A) team in all operational tasks related to running patient support programs across Gulf countries. This includes managing Free of charge & Co-pay programs documentation and archiving, and monitoring and tracking program-related activities.

### About the Role

Maseeraty - Graduate Program a 12-month program designed to provide UAE nationals with real-world experience, enabling them to apply their theoretical learning in practical settings. We have an opportunity for Emirati Graduate to join our Access and Operations Team.

Major accountabilities:

Support V&A team in all operational tasks related to the running patients support programs across

Gulf countries including:

- FOC & Co-pay management:
  - Communicate with ESPs to request the annual FOC forecast and validation on quarterly basis
  - Monthly reconciliation for PAP FOCs across all brands in FOC reconciliation tracker
  - Monthly reconciliation for co-pay invoices/DAs in alignment with finance team
  - Monthly reconciliation for lab tests conducted by ESP
  - Validation for the distributor reconciliation on quarterly basis
- Documentation and archiving:
  - Archive all internal and external communication related to PSP in the relevant SharePoint
  - Archive all related documents to PSP financial support services
  - Archive all relevant documents including POs, invoices, monthly reports, medical trainings records, Governance board MOM and CAPAs if any
- Monitoring and tracking:
  - Regular monitoring for all programs related materials to ensure the validity of used materials
  - Regular monitoring for the approval validity for the running programs
  - Follow up on the agreed actions with ESP to ensure full implementation

Key Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and SharePoint.
- Ability to work collaboratively with cross-functional teams.
- Attention to detail and accuracy in documentation and reconciliation tasks.

Leadership Behaviors:

- Demonstrates accountability and ownership in managing tasks and responsibilities.
- Shows initiative and proactiveness in identifying and addressing issues.
- Maintains a high level of integrity and ethical standards in all actions.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

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>

部门

International

Business Unit

Innovative Medicines

地点

Utd.Arab Emir.

站点

Dubai

Company / Legal Entity

AE01 (FCRS = AE001) Novartis Middle East FZE (Representative Office)

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

[Apply to Job](#)



Job ID  
REQ-10037950

Access & Operations Coordinator - Emirati Nationals

[Apply to Job](#)

---

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10037950-access-operations-coordinator-emirati-nationals>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Dubai/Access---Operations-Coordinator---Emirati-NationalsREQ-10037950>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Dubai/Access---Operati>

