

## Senior Manager - Post Merger Integration

Job ID  
REQ-10040472

2月 26, 2025

India

### 摘要

Independently manage existing and new Engagements; develop, support and provide strategic input for all legal solutions, aligned with various divisions/functions particularly relating to Contract, Compliance and IP support. Supports and facilitates exploring expansion plans for the function.

### About the Role

Major accountabilities:

- Act as a business partner in all activities relating to the contractual negotiations and company ' s statutory obligations by substantiating recommendations and providing legal advice and assistance to the senior legal counsels/Head Legal.
- Draft basic transactions and contracts independently.
- Advise on, and assists management decision-making regarding, contract and other risks relating to business activities and provides potential solutions therefor.

- Manage and support activities regarding compliance issues, such as anti-trust and regulatory.
- Provide subject matter expertise, support and consultation to stakeholders
- Ensure quality control (QC) checks for the assigned projects/deliverable to meet stakeholder expectations
- Ensures functional onboarding of new associates, drives training and knowledge sharing sessions
- Drive end to end and cross functional thinking in all new projects
- Works closely with various stakeholders and design deliverable and a comprehensive derivable plan. Ensure timely, efficient, high quality delivery for projects and activities
- Follows and tracks key deliverable and milestones for assigned projects
- Conducts training/mentors new joiners for assigned topics/projects
- Complies with and support group's project management tool, standards, policies and initiatives
- Follows Novartis specifications, policies, guidelines and country guidelines for preparation and execution of contracts and follow and prepare process maps/SOP etc.

#### Minimum Requirements:

- Law Degree /Post Graduate Degree
- Experience in Contract Management
- Strong scientific /management background
- 10-15 years of overall work experience with a leading pharma company/legal service provider
- Excellent communication skills
- Familiarity with quality KPIs and operational issues/management
- Effective communication/knowledge/Best Practice sharing
- Strong team player who is dynamic and result oriented
- Good project management skills and ability to manage multiple stakeholders
- Fair understanding on MIS reporting and advanced MS-office skills (Especially on MS-Word, MS-Excel (Macros and VBA coding preferred) and MS-PowerPoint)
- Ability to learn and understand data from various sources
- Pharmaceutical industry domain knowledge - desirable

#### Work Experience:

- Functional Breadth.
- Accountability.
- Ambiguity.
- Industry/ Business Exposure.
- Project Management.
- Operations Management and Execution.

#### Skills:

- Business Networking.
- Business Partners.
- Calls Handling.
- Contract Management.
- Curiosity.

- Decision Making Skills.
- Finance.
- Law (Legal System).
- Litigation (Law).
- Microsoft Office.
- Proactivity.
- Quality Control.

Languages :

- English.

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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  
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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