

## Specialist

Job ID  
REQ-10041090

2月 17, 2025

India

### 摘要

Individually support and perform Legal and Compliance related activities for Legal Teams, Compliance Professionals and other Novartis Business Stakeholders.

### About the Role

Specialist

Location - Hyderabad #LI Hybrid

About the Role:

Individually support and perform Legal and Compliance related activities for Legal Teams,

Compliance Professionals and other Novartis Business Stakeholders.

#### Key Responsibilities:

- Under minimal supervision manages Contract management systems which includes CDAs, Consultancy Agreements, Vendor Agreement, Master Consultancy Agreement and other contracts of similar complexity level in direct contact with the business clients and with Global Legal.
- Support Compliance and Operational related activities involving compliance risk analysis, compliance audit readiness, Compliance monitoring and reporting, working on internal tool maintained by Novartis to enable the compliance operations.
- Supports Legal functions and provide value to business, drive predictability through legal reporting and analysis, invoice and payment support, Vendor Management/verification.
- Helps and support the team to handle business clients and contacts (at global and local levels) with limited supervision by Team Lead/Manager
- Maintains the overview on timelines and deliverables in all assigned projects
- Complies with and support group 's project management tool, standards, policies and initiatives
- Follows and tracks key deliverable and milestones for assigned projects
- Maintains records for all assigned projects

#### 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:

- LLM or LLB with 3 + years of exp in Support overall legal and compliance requirements and increase horizon of legal services for existing and new Clients, and support process improvement activities.
- Excellent written and oral communication skills
- Good understanding and knowledge of legal research.
- Understanding of contract management, redlining, drafting, due diligence and negotiation skills
- Strong team player who is dynamic and result oriented
- Good project management skills and ability to manage multiple stakeholders effectively

#### Desirable Requirements:

- Fair understanding on MIS reporting and advanced MS-office skills (Especially on MS-Word, MS-Excel and MS-PowerPoint)
- Ability to learn and understand data from various sources

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>

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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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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

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 working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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