

## Summer student - Performance Excellence & Innovation

Job ID  
REQ-10041384

2月 24, 2025

Canada

### 摘要

French below

Location: Montreal, #LI-Hybrid  
From May 12 to August 29, 2025 - 16 weeks

About the role:

We are looking for students eager to dive into the world of corporate to join our team at Novartis Canada. This a unique opportunity to gain hands-on experience at a leading innovative medicines company. Under the guidance of seasoned professionals, you'll be supporting key projects. This role is perfect for a proactive individual who wants to explore, participate in meaningful projects and develop valuable skills in a collaborative environment.

É tudiant(e) d' é t é - Excellence de la performance & Innovation

Lieu : Montr é al, #LI-Hybrid  
Du 12 mai au 29 ao û t 2025 - 16 semaines

À propos du poste :

Nous sommes à la recherche d'un(e) étudiant(e) impatient(e) de plonger dans le monde de la grande entreprise pour se joindre à notre équipe chez Novartis Canada. Ce stage est une occasion unique d'acquies une expérience pratique au sein d'une entreprise de médicaments novatrice de premier plan. Vous soutiendrez des projets clés sous la supervision de professionnels chevronnés. Ce poste est parfait pour une personne proactive qui souhaite explorer et participer à des projets significatifs et développer des compétences précieuses dans un environnement collaboratif.

## About the Role

French below

### Key Responsibilities:

- Assist with the collection, organization, and analysis of data to support decision-making and reporting.
- Provide administrative assistance, such as scheduling meetings, organizing documents, and maintaining records for the PExI team.
- Conduct research on pharmaceutical products, competitors, industry trends, or regulatory updates, and summarizing findings for senior staff.
- Support the preparation of reports, presentations, and other documentation for internal stakeholders, helping to communicate key information effectively.
- Work closely with different teams (e.g., PV, QA, finance, procurement, commercial, etc) to assist with ongoing projects, ensuring smooth workflow and meeting deadlines.

### Essential Requirements:

- Pursuing a degree in a relevant field such as pharmaceutical sciences, biology, chemistry, marketing or project management.
- Ability to communicate clearly, both in writing and verbally, is crucial. Bilingual is a strong asset.
- Attention to detail when handling data, research, and regulatory documents, meticulous and able to spot errors or inconsistencies.
- Problem-Solving and Analytical Thinking: Ability to approach problems logically, analyze data, and offer potential solutions.
- Proficiency in software tools like Microsoft Excel, Word, and PowerPoint.

Responsabilités clés :

- Aider à la collecte, à l'organisation et à l'analyse des données pour soutenir la prise de décisions et la rédaction de rapports.
- Fournir une assistance administrative, telle que la planification des réunions, l'organisation des documents et la gestion des dossiers pour l'équipe PExI.
- Mener des recherches sur les produits pharmaceutiques, les concurrents, les tendances du

secteur ou les mises à jour réglementaires, et résumer les résultats pour les membres du personnel senior.

- Soutenir la préparation de rapports, de présentations et d'autres documents pour les parties prenantes internes, afin de communiquer efficacement les informations clés.
- Travailler en étroite collaboration avec différentes équipes (par exemple, PV, QA, finance, achats, commercial, etc.) pour aider aux projets en cours, garantir un flux de travail fluide et respecter les délais.

Exigences essentielles :

- Étudiant dans un domaine pertinent tel que les sciences pharmaceutiques, la biologie, la chimie, le marketing ou la gestion de projet.
- Capacité à communiquer clairement, tant à l'écrit qu'à l'oral, est cruciale. Le bilinguisme est un atout majeur.
- Attention aux détails, méticuleux et capable de repérer les erreurs ou les incohérences.
- Capacité d'aborder les problèmes de manière logique, d'analyser des données et de proposer des solutions potentielles.
- Maîtrise des outils logiciels comme Microsoft Excel, Word et PowerPoint est requise.

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  
Canada

站点  
Montreal

Company / Legal Entity  
CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area  
Others

Job Type  
Full time

Employment Type  
Early Career (Fixed Term)

Shift Work  
No

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