Regulatory Document Translator

Job ID
REQ-10060553

8月 21, 2025

China

摘要

To ensure regulatory documents are translated (English/Chinese) efficiently, costeffectively, and to a high level of quality.

About the Role

Key responsibilities:

- **Translation:**

a. Translate various types of documents (English/Chinese) including but not limited to Informed Consent Forms (ICFs), Clinical Study Reports (CSRs), Risk Management Plans (RMPs) and Periodic Safety Update Reports (PSURs),
b. Conduct post-translation formatting as per specified requirements,

c. Support urgent translation requests for specific regulatory documents (such as urgent drug safety report and data inspection questions) out of office hours,
d. Respond in a timely and professional manner to any query concerning translation.

- **Quality check:**

a. Perform quality check on peer translated documents,
b. Provide feedback for preliminary translation (e.g. QC summary).

- **Continuous improvement:**

a. Update translation glossary/memory databases,
b. Participate in or plan routine team meetings to discuss work-related issues and possible improvements (e.g. knowledge sharing),
c. Embrace new technologies (e.g. machine translation) and changes in this industry to improve translation skillset continuously.

- **Project management and daily operation:**

a. Oversee translation request coordination, and process management,
b. Manage project and team finances and resource planning, including budgeting,
c. Compile translation metrics,
d. Organize trainings for internal and external stakeholders,
e. As representative of RWS team, support development and maintenance of working tools and systems, e.g. Trados, NovStyle, machine translation and so on,
f. Perform other special activities or duties when required.

Essential requirements:

- Bachelor ' s or Master ' s degree in Life Sciences/English/Translation
- High level of proficiency in written English and Chinese
- Around 2 years of translation/writing related experience in the pharmaceutical/healthcare industry.
- Basic knowledge in medical science/bioscience/pharmaceuticals is required.
- Familiar with SDL Trados and MS Office.

Desirable requirements:

- A good team player with excellent communication skills.
- Ability to prioritize tasks and deliver high-quality translation within tight timelines.
- Ability to understand, interpret, and translate clinical and scientifi documents.
- Strong ownership, detail-oriented and strong sense of responsibility.

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部门
Development

Business Unit
Development

地点
China

站点
Shanghai (Shanghai)

Company / Legal Entity
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Alternative Location 1
Beijing (Beijing), China

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Accessibility and accommodation

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.china@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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