

Quality Specialist, Content Proof Reader

Job ID
REQ-10067094

12月 02, 2025

India

摘要

We are seeking a detail-oriented QA professional with a passion for delivering high quality outputs. The role requires strong testing experience, a deep understanding of proofreading and ability to collaborate with cross functional roles and teams.

About the Role

Key Responsibilities:

Review and proofread a variety of content types including Emails, labels, websites, digital content.

- Ensure all content is free from spelling, punctuation, and typographical errors.
- Verify consistency in formatting, tone, and style according to brand guidelines.

- Collaborate with writers, editors, designers, and other stakeholders to clarify the requirement of the content proof reading.
- Maintain and update style guides and proofreading checklists.
- Identify the defects, document and ensure the closure of them
- Manage multiple projects simultaneously while meeting deadlines.
- Participate in knowledge sharing sessions with the teams
- Able to update the relevant SOPs
- Perform functional testing for in scope digital platforms
- Promote and enforce quality control best practices for new features, system functions, and platform releases.
- Stay informed about platform updates, industry trends, and emerging best practices in quality assurance.

Essential Requirements:

- Proven experience (6-8 years) as a proofreader, editor, or in a similar role.
- Exceptional command of the English language.
- Strong attention to detail and organizational skills.
- Familiarity with style guides.
- Proficiency in Microsoft Office Suite and editing tools (e.g., Adobe Acrobat, Track Changes in Word).
- Excellent analytical, problem-solving, and communication skills
- Ability to work independently and collaboratively in a fast-paced environment.
- Multilingual proficiency is a plus.

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.

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.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.

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>

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
US

Business Unit
Marketing

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type

Regular

Shift Work

No

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