

Associate Director, Content Supply Chain Operations

Job ID
REQ-10068009

12月 10, 2025

India

摘要

The AD, Content Supply Chain Operations is responsible for supporting the Process Effectiveness & Compliance and Marketing Program Governance Teams. They will support the US Business Leads with executing on business strategy and will be accountable for the implementation, adherence, and optimization to internal ways of working and related documentation. They will also operationally support the established Team Leads and their respective members.

About the Role

Key Responsibilities:

- Oversee day to day operations of Process Effectiveness & Compliance (supporting the three pillars of Process Effectiveness, Compliance, and Data & Insights) and Marketing Program Governance activities for Hyderabad Teams, ensuring high-quality, timely work on daily basis

- Provide cadenced updates on critical projects to the US Business, clearly communicating relevant updates, new risks, and any impacts to the overall program
- Manage the updates and optimizations to internal team processes and documents, including, but not limited to: PEC Operational Handbook, Channel Activation Documentation, Release Management Process, & Audit & Compliance Process
- Monitor daily email and communications from local teams to ensure processes are followed, and activities completed in a seamless and continuous manner, including detailed follow up and documentation
- Manage internal optimization projects such as building efficiency and utilization dashboards, optimizations to team-related processes and systems, and the management and resolution of...
- Collaborate with US Business Leads on capacity & team meeting management for cadenced and ad hoc meetings with local & international team members and/or stakeholders

Qualifications:

- Bachelors Degree from an accredited University
- Preferred: Masters or Doctorate specializing in Law, Compliance, Pharmacy, or Health Administration
- 10+ years leading a high-functioning, efficient team
- 5+ Years supporting Process Effectiveness, Compliance and/or, Analytics in the Life Sciences industry
- Proven success in developing and managing high performing, efficient, and collaborative teams
- Deep knowledge of the US Materials Approval Process
- Understanding of US Compliance & Regulatory laws and processes
- Strong problem-solving and analytical skills
- Excellent communication and collaboration skills
- Pro-active in handling complex situations & problems
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Proficiency in marketing automation tools and analytics platforms.

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
Telangana

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

Alternative Location 1
Hyderabad (Office), India

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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