

Summer Student - Performance Excellence & Innovation

Job ID
REQ-10071675

3月 18, 2026

Canada

摘要

Location: Montreal, #LI-Hybrid

From May 4 to August 28, 2026 - 17 weeks

Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- **Administrative Support:** Providing administrative assistance such as scheduling meetings, organizing documents, maintaining records for the Performance Excellence and Innovation (PEI) team, and ensuring required audit readiness materials (e.g., checklists, questionnaires) are kept up to date.
- **Audit Readiness & Post Audit Execution:** Supporting activities related to audit readiness,

including preparation of required documentation, coordination of pre-audit activities, and ensuring teams are aligned with PExI audit expectations (e.g., use of audit readiness questionnaires, handover checklists). Assisting in post-audit execution, such as gathering evidence for Corrective Action and Preventive Action (CAPA) deliverables and supporting action-item tracking to ensure timely remediation where required.

- **Research Assistance:** Conduct on pharmaceutical products, competitors, industry trends, or regulatory updates, and summarizing findings for senior staff.
- **Data Collection and Analysis:** Assisting with the collection, organization, and analysis of data to support decision making, reporting, and audit-related documentation requirements.
- **Collaboration and Team Support:** Working closely with cross-functional teams (PV, QA, Finance, Procurement, Commercial, etc.) to support ongoing projects, facilitate audit-related coordination, and ensure smooth workflow and timely delivery of commitments.

Essential Requirements:

- **Educational Background:** currently pursuing a bachelor degree in a relevant field such as pharmaceutical sciences, biology, chemistry, marketing or project management.
- **Strong Communication Skills:** The ability to communicate clearly, both in writing and verbally, is crucial.
- **Language & Level :** French basic - English advanced.
- **Attention to Detail:** Accuracy is important, especially when handling data, research, and regulatory documents. The candidate must be meticulous and able to spot errors or inconsistencies.
- **Problem-Solving and Analytical Thinking:** Candidates should be able to approach problems logically, analyze data, and offer potential solutions.
- **Familiarity with Office Software:** Proficiency in software tools like Microsoft Excel, Word, and PowerPoint.

Commitment to Diversity and Inclusion: Novartis is committed to building outstanding, inclusive work environment and diverse team's representatives of the patients and communities we serve.

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: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

部门

International

Business Unit

Strategic Planning & BD&L

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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