Business Support Trainee

Job ID
REQ-10089047

十月 13, 2026

Lithuania

摘要

Provide day-to-day business support, contributing to operational activities, coordination, and team priorities while gaining practical business experience.

About the Role

Major Accountabilities

· Support the preparation, routing, and approved use of marketing, medical, and business materials.

- Preparation and coordination of service contracts, including document alignment before PO initiation.

- RTE localization (translation/ visual material, etc.) and updates based on prepared and approved drafts.
- Update of expired promotional and non-promotional materials based on provided comments.
- Coordination of FUSE approval processes, including back-up support during PM absence.
- Uploading and managing materials in Shaman (new - tag ICE content in Shaman), including back-up support during PM absence.
- Translation of larger volumes of materials (e.g., *website content*).
- Localization of iCVA materials, including translation, content adaptation, corrections.

· Help coordinate communications, campaigns, and project activities with internal stakeholders.

· Track approvals, deadlines, actions, and material status across assigned projects; escalate delays or missing information.

· Assist regulatory, legal, compliance, medical, and business colleagues with document updates and process requirements.

· Maintain accurate electronic and paper records, including approvals, consents, meeting documentation, and other audit-supporting files.

· Support events and meetings, including logistics, approved vendor coordination, travel arrangements, contracts, and activity reconciliation.

· Assist with purchase orders, invoices, vendor onboarding documentation, and related follow-up in company systems.

· Support website, digital, internal engagement, and other cross-functional initiatives as assigned.

· Learn and use relevant company systems and standard operating procedures with appropriate training and supervision.

· Perform assigned tasks accurately and on time, ask questions when requirements are unclear, and proactively communicate progress.

- Observe all applicable internal and external regulations, policies, procedures, and codes, including the Code of Ethics and BeSure requirements.
- Report adverse events, product complaints, and other quality or safety information promptly in accordance with training and applicable requirements.
- Perform other job-related duties appropriate to the traineeship, with guidance from the manager or designated colleagues.

People & Organization support, as assigned:

· Assist with assigned people-related communications, documentation, onboarding, recruitment records, purchase orders, and invoices under

Key Performance Indicators (Suggested priority KPIs **italicized*)

- Accuracy and completeness of assigned work and documentation.
- Timely completion of tasks and proactive communication of risks or delays.
- Successful completion of required training and demonstrated ability to apply guidance.
- Constructive collaboration and feedback from colleagues and stakeholders.
- Compliance with company policies, procedures, and Novartis Values & Behaviors.

We offer:

Base pay from 14.5k - 16.8k EUR gross yearly

Other benefits as per guideline

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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
General Management

地点
Lithuania

站点
Lithuania

Company / Legal Entity
LTP2 (FCRS = LV001) SIA Baltics, Lithuanian

Functional Area
Others

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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