

TA Operations Associate

Job ID
REQ-10028381
Nov 20, 2024
Australia

Summary

Join Novartis in going beyond innovative science to make a real impact on the lives of people living with diseases. As Therapy Area (TA) Operations Associate, you will be part of our passionate Cardio team based in Macquarie Park, Sydney. This is a permanent, full-time position.

As TA Operations Associate, you will collaborate closely with our commercial and medical teams to shape the future of patient outcomes. You will play a key role in creating a smooth and proactive interaction with customers, so Novartis becomes the best company to work with especially in the operations and events space.

About the Role

- Communicate effectively, providing proactive and transparent support to customers, both internal and external. Coupled with demonstrating influencing, collaboration, and relationship-building skills to meet customers' specific needs.
- Independently handle complex administrative, planning, and organisational tasks, including strategic planning and operations partnership.
- Bring innovative and creative ideas to enhance customer and patient experiences.
- Maintain a curious mindset, continuously learning and challenging existing processes and people.
- Manage and coordinate administrative projects, taking ownership to achieve the best outcomes for patients and customers.
- Collaborate with internal business functions and external customers, providing guidance on operational best practices and make decisions with integrity and adhere to compliance processes.
- Plan and execute commercial/medical meetings, ensuring compliance with current standards.
- Manage IGM and CLM responsibilities, maintaining accountability and compliance. Accurately update Customer Relationship Management System (CRM) with meeting details.
- Handle HCO & HCP sponsorships effectively.

About you:

- Minimum of 2 years of experience working in a professional organisation in a coordinator capacity.
- A proactive approach and a strong drive to solve problems and provide regular updates to stakeholders.
- Exceptional planning and organisational skills and ability to prioritise tasks based on customer requirements and organisational objectives.
- Experience in collaborating and innovating across different functions and with external stakeholders with a curious mindset that challenges the status quo.
- Enthusiasm for reviewing processes, policies, and systems to identify areas for improvement and taking

action to establish new ways of working.

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>

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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>

Division

International

Business Unit

Innovative Medicines

Location

Australia

Site

New South Wales (NSW)

Company / Legal Entity

AU04 (FCRS = AU004) AU Pharma Pty Ltd

Functional Area

Sales

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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