

Compliance Coordinator

Job ID
REQ-10042150
Mar 06, 2025
India

Summary

Provide highly professional and reliable administrative and organizational services. Provide proactive and independent project co-ordination services for the ERC Function.

About the Role

Major accountabilities:

- Manage correspondence and calendar of the leader; independently prioritize requests for meetings and assign matters to team members where appropriate
- Maintain overview of all deadlines for submissions to, and actions arising from, various Committees at very senior levels (including Board of Directors, ECN, Legal Leadership Team, various Steering Committees)
- Organize all logistics for Compliance Steering Committee meeting , Global Policy Committees (chaired by Group General Counsel), Misconduct Prevention Working Group Meetings, Group I&C Team meetings and other important meetings
- Support Project Coordination through timely execution -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- Project Management.

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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Division
Operations

Business Unit
CTS
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Legal & Intellectual Property & Compl.
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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