

# Summer student - Regulatory Affairs

Job ID  
REQ-10040980  
Feb 24, 2025  
Canada

## Resumen

French below

Location: Montreal, #LI-Hybrid  
From May 12 to August 29, 2025 - 16 weeks

About the role:

We are looking for students eager to dive into the world of corporate to join our team at Novartis Canada. This is a unique opportunity to gain hands-on experience at a leading innovative medicines company. Under the guidance of seasoned professionals, you'll be supporting key projects. This role is perfect for a proactive individual who wants to explore, participate in meaningful projects and develop valuable skills in a collaborative environment.

Étudiant(e) d'été – Affaires réglementaires

Lieu : Montréal, #LI-Hybrid  
Du 12 mai au 29 août 2025 – 16 semaines

À propos du poste :

Nous sommes à la recherche d'un(e) étudiant(e) impatient(e) de plonger dans le monde de la grande entreprise pour se joindre à notre équipe chez Novartis Canada. Ce stage est une occasion unique d'acquérir une expérience pratique au sein d'une entreprise de médicaments novatrice de premier plan. Vous soutiendrez des projets clés sous la supervision de professionnels chevronnés. Ce poste est parfait pour une personne proactive qui souhaite explorer et participer à des projets significatifs et développer des compétences précieuses dans un environnement collaboratif.

## About the Role

French below

### Key Responsibilities:

- Prepare, review and edit documents describing internal processes
- Compare documents for consistency of information
- Audit files for compliance with required filing conventions
- Conduct searches of Health Canada databases for information
- Prepare and deliver presentations to communicate findings to the team

## Essential Requirements:

- Pursuing a bachelor degree.
- Strong communication skills (both oral and written)
- Attention to detail
- Bilingual
- Basic understanding of the pharmaceutical industry an asset

## Responsabilités clés :

- Préparer, examiner et réviser des documents décrivant les processus internes
- Comparer les documents pour assurer l'uniformité de l'information
- Dossiers d'audit pour la conformité avec les conventions de dépôt requises
- Effectuer des recherches dans les bases de données de Santé Canada pour obtenir de l'information
- Préparer et faire des présentations pour communiquer les résultats à l'équipe

## Exigences essentielles:

- Étudiant au baccalauréat.
- Solides compétences en communication (orale et écrite)
- Souci du détail
- Bilingue
- La compréhension de base de l'industrie pharmaceutique est un atout

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**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>

División

Development

Business Unit

Innovative Medicines

Ubicación

Canadá

Sitio

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

Instalaciones y Administración

Job Type

Full time

Employment Type

Temporary (Fixed Term)

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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