

# Specialist - Product Complaints - QOP

Job ID  
REQ-10013733  
Sep 03, 2024  
Inde

## Résumé

Handle market complaints received from across the globe. Able to review the investigation reports received from the Novartis sites and Contract Manufacturing Organizations. Collaborate with external Supply organization, Novartis sites, Country pharma organizations for continuous improvement.

## About the Role

Job Description

Position Title : Specialist - Product Complaints - QOP

Location – Hyderabad

About the Role:

Handle market complaints received from across the globe. Able to review the investigation reports received from the Novartis sites and Contract Manufacturing Organizations. Collaborate with external Supply organization, Novartis sites, Country pharma organizations for continuous improvement.

Key Responsibilities:

- Performing day to day activities of processing market complaints assigned as per the relevant SOPs, business matrix and SLA timelines.
- Assist in data collection and reporting of KPIs
- Assist in continuous improvement initiatives.
- Manage ad-hoc projects assigned in area of work.
- Proactively report all deviations through timely escalations
- Implement continuous process improvement projects to enhance quality & productivity.
- Ensure that the service dashboard, order management framework & time sheet are always kept updated.
- Ensure Training on relevant procedures before taking up any GxP activities.
- Report deliverable status and continuously acquire process knowledge.

Commitment to Diversity & Inclusion: :

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

Role Requirements :

Essential Requirements:

- 5-8 years of relevant experience in Quality Operations.
- Thorough understanding of Quality Management Systems.
- Able to review the market complaints investigation reports.
- Basic understanding of product manufacturing, Pharma products and lifecycle events.
- Basic understanding of Track wise.
- Basic understanding of performance KPIs.
- Basic understanding of MS Excel.
- Awareness of GXP
- Communication Skill – Fluent in verbal and written English; knowledge of other languages is an added advantage.

Desirable Requirements:

Graduate / Post Graduate in Pharmacy.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

**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>

Division

Operations

Business Unit

Innovative Medicines

Emplacement

Inde

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Qualité  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)

## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

```
iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }
```

Job ID  
REQ-10013733

## Specialist - Product Complaints - QOP

[Apply to Job](#)

---

**Source URL:** <https://prod1.adacap.com/careers/career-search/job/details/req-10013733-specialist-product-complaints-qop>

### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Specialist---Product-Complaints---QOP\\_REQ-10013733](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist---Product-Complaints---QOP_REQ-10013733)
5. <mailto:diversityandincl.india@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Specialist---Product-Complaints---QOP\\_REQ-10013733](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist---Product-Complaints---QOP_REQ-10013733)