NOVARTIS

Engagement System Specialist

Job ID
REQ-10030660
Nov 25, 2024
Canada

Sommario

Location: Montreal, Toronto #LI-Hybrid

Novartis is unable to offer relocation support for this role; please only apply if this location is accessible for you.

About the role:
We seek experienced professionals to support Novartis internal customers with low-medium complexity analytical reports. Help facilitate data-driven decision making by providing qualitative and quantitative analytics.

The role reports directly into the medical operation manager and will work closely with cross-functional team.

Permanent position.

About the Role

Key Responsibilities:

- Create and deliver the customer requirements as per agreed SLAs
- Deliver services through structured project management approach with appropriate documentation and communication throughout the delivery of services.
- Quality Assurance: Ensure deliverables for quality and accuracy are of the highest order.
- Support in developing and maintaining knowledge repositories that captures qualitative and quantitative reports.
- Participate in various knowledge sharing sessions
- Support business in building practice by involving in various initiatives like on-boarding and training support
- Support team lead in all business-related tasks / activities, building process documentation and knowledge repositories
- Act with integrity and honesty by treating colleagues in a transparent and respectful manner with clear intent. Do the right thing and speak up when things don't seem right. Live by Novartis Code of Ethics and Values and Behaviors

Essential Requirements:

- Ability to manage multiple stakeholders / projects and deliver on time.
- Operations Management and Execution.

- Superior Business Acumen / Strategic Thinking and Planning
- Curious, open-minded, self-motivation and superior organizational and time management skills
- Working experience within the pharmaceutical industry.

Desirable Requirements:

- Bilingual: English and French an asset
- Previous experience in the same field

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

Divisione
International
Business Unit
Innovative Medicines
Posizione
Canada
Sito
Montreal
Company / Legal Entity
CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.
Alternative Location 1
Toronto, Canada
Functional Area
Marketing
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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