Document Quality Manager

Job ID
387596BR
May 21, 2024
India

About the Role

Major accountabilities:

- Manages medium to small level global regulatory submission projects.
- Provide submission and contribute to the technical related regulatory strategy, intelligence and knowledge required to develop, register, and maintain global products.
- Contribute to strategic and technical input /support to drive implementation of global systems, tools and processes to support global development projects and/or marketed products.
- Write, edit and /or manage the production of high quality clinical documentation (e.g. Clinical Study Reports & Summary Documents) for submission to regulatory authorities in support of marketing applications.
- Developing professional expertise, applies company policies & procedures to resolve a variety of issues.
- .
- Frequent internal company and external contacts.
- Represents organization on specific projects -Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors.
- Refers to established policies & procedures for guidance.
- Contributes to some cost center goals & objectives -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Adherence to Novartis policy and guidelines -Project & stakeholder feedback

Minimum Requirements:
Work Experience:

- Cross Cultural Experience.
- Operations Management and Execution.
- Project Management.
- Functional Breadth.
- Collaborating across boundaries.

Skills:

- NA.

Languages :

- English.

Role Requirements

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
Biomedical Research
Business Unit
Pharma Research
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Job ID
387596BR

Document Quality Manager

Apply to Job

Source URL: *https://prod1.jobapi.novartis.com/387596br-document-quality-manager*

List of links present in page

1. https://prod1.jobapi.novartis.com/387596br-document-quality-manager
2. https://www.novartis.com/about/strategy/people-and-culture
3. https://talentnetwork.novartis.com/network
4. https://www.novartis.com/careers/benefits-rewards

5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Document-Quality-Manager_387596BR
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Document-Quality-Manager_387596BR