

# Associate Manager- RIM

Job ID

REQ-10024699

Oct 08, 2024

India

## About the Role

Major accountabilities:

- With guidance, ensures good data quality of RIM System (s) by monitoring data accuracy and completeness.
- Proactively follows up with relevant people (e.g. COs, RA CMC, HQ RA Managers) to make certain the data is updated and maintained in RIM system (s).
- Collaborates with the RIM team for implementation of new cleaning rules, and corresponding training material
- Support a compliance and quality culture within RA through effective team work and open communication
- Escalate potential compliance risks as necessary to management as appropriate
- Support implementation of RA systems in collaboration with subject matter experts and IT
- Compile regulatory compliance monitoring reports and follow ups on quality issue.
- Manage deviations/incidents/Quality Events/CAPAs in the appropriate system together with RA groups according to timelines
- Support or lead the preparation of RA for internal global audits as assigned

Key performance indicators:

- Fully compliant portfolio with internal and external regulations and procedures -Adherence to Novartis policy and guidelines -Stakeholder/ project feedback

Minimum Requirements:

Work Experience:

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

Skills:

- Scientific degree in life sciences or equivalent
- At least 2-3 years professional experience in Regulatory in Pharma or related area
- Strong knowledge of Microsoft Office Suite of applications (excel, power point, share point, OneNote, MS teams, etc.)
- Basic knowledge of the Drug Development Process and regulatory compliance for marketed products and investigational trials
- Capable to quickly learn and understand how to use RA systems

- Good interpersonal and communication skills, both oral and written
- Good analytical skills, ability to produce meaningful reports from RA systems
- Precise and independent working style with a high sense of responsibility and initiative
- Logical and methodical, with attention to details

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>

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Division

Development

Business Unit

Innovative Medicines

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

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