

Associate Analyst (MAP)

Job ID
REQ-10038605
Feb 20, 2025
India

About the Role

Major Accountabilities

- Processing and managing IPRs, Global Cohort / PSDS MAP requests in coordination with ESP/NTO-SC/GCS
- End to end tracking of MAP requests to ensure timely delivery of drug to the MAP patients.
 - Coordination with CMR for availability of all required approvals and documents pre and post shipment (Import license, temperature data logger, etc.)
 - Archival of all MAP supplies related documents in Novartis approved repository as per defined nomenclature to support audit readiness for MAP.
 - Timely updating of MAP and CR tracker for all assigned requests
 - Co-ordinate with different functions as per the project requirement and plan for required supplies.
 - Support Project Managers in efficient utilization of inventory and stock reconciliation.
 - Support Project Managers for management of multi country Cohorts/PSDS program
 - Participate and support continuous improvement activities.
 - Support PM for managing inventory and distribution activities at External Service Provider and ensuring supplies as per agreed timelines.
 - Active participation in weekly team meetings with ESPs to discuss ongoing packaging, labelling and distribution activities.
 - Support Project Managers for forecasting, demand & supply planning for new / ongoing Global Cohorts / PSDS
 - Support PM for stock reconciliation and destruction activities
 - Support PM for invoice reviews and entry the same in Invoice tracker

Common Accountabilities

- Proactively report all deviations through timely escalations.
- Implement continuous process improvement projects to enhance quality & productivity.
 - Ensure that the service dashboard and order management framework are always kept updated.
 - Regularly communicate with customers & partners to collect feedback on support services, report deliverable status and continuously acquire process knowledge.
 - Ensure Training on relevant procedures before taking up any GxP activities.
 - Report deliverable status and continuously acquire process knowledge.

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?

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Division

Operations

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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