

Associate Analyst

Job ID
REQ-10038504
Feb 20, 2025
India

About the Role

Job Purpose

Support NOCC – Supply Operations team in:

- Performing day to day activities of processing supply planning & order management activities / projects / portfolio / brands assigned as per the relevant SOPs, business matrix and SLA timelines.
- Assist in data collection and reporting of KPIs
- Implement continuous process improvement projects to enhance quality & productivity.
- Ensure that the service dashboard, order management framework & time sheet 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

Key Performance Indicators

- Assist in continuous improvement initiatives.
- Manage ad-hoc projects assigned in area of work.
- Proactively report all deviations through timely escalations.

Specific Professional Competencies

- Fluency in verbal and written English; knowledge of other languages is an added advantage.
- Basic understanding of Pharma products and lifecycle events.
- Basic understanding of Inventory Management
- Basic understanding of SAP systems and navigation.
- Basic understanding of transportation, warehousing & inventory distribution.
- Basic understanding of performance KPIs, business processes & PDCA cycle
- Awareness of GxP

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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