

# LDC Program Coordinator

Job ID  
REQ-10041178  
Feb 18, 2025  
Indien

## Summary

The candidate will provide support to NOCC HYD LDC leadership and teams (Business, DDIT and Support) in coordinating and organizing multiple events like global visits, NOCC HYD LDC awareness sessions, meetings, and team events, etc. The candidate must be highly organized and self-directed and have the ability to operate in a professional, mature and discrete manner.

## About the Role

### Key Responsibilities::

- Liaise between LDC global and HYD teams to coordinate agendas and events.
- Support employees by facilitating interdepartmental communications and interactions.
- Maintain repositories with important details on team members.
- Assist with the onboarding and offboarding of employees within the LDC team.
- Be an active team member in LDC social community driving team engagement.
- Create and manage POs related to externals, team events, visits, etc.
- Assisting with special projects and needs, as necessary.
- Deals with administrative and organizational assignments independently and takes care of general administrative tasks.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodates customer's specific needs.
- Acts as project coordinator for administrative projects (design, planning, implementation, communication, etc.).
- Proactively engage stakeholders to ensure that on site client's expectations are met through high levels of customer service.

### Commitment to Diversity & Inclusion: :

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

### Key performance indicators:

- Managing multiple priorities from internal and external stakeholders.
- Able to work with minimum supervision and thrive under pressure.
- Proactive, resourceful, and efficient with high level of professionalism.
- Ability to handle multiple tasks and duties simultaneously.

**Essential Requirements:****Work Experience:**

- Managing Crises.
- Cross Cultural Experience.
- Collaborating across boundaries.

**Desirable Requirements:**

- Quality decision making.
- Managing resources.
- Creativity and visioning.
- Being assertive.
- Conflict management.
- Challenging the status quo.

**Tools:**

- Microsoft Office - Outlook, Excel and PowerPoint.
- Microsoft SharePoint

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Division

Operations

Business Unit

CTS  
Standort  
Indien  
Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Einrichtungen und Verwaltung  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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