

# Global QMS RDQ Specialist

Job ID  
REQ-10033890  
Dec 23, 2024  
India

## Summary

As an experienced specialist drive efficiency and productivity gains through contributing to the implementation of new processes to administer a validated Global Learning Management System (LMS) covering multiple GxP areas in full alignment with Development and QA business goals and strategic objectives.

Management of GDD GxP Training content in LMS achieving full regulatory training compliance and support as SOP manager for DMS.

## About the Role

### Key Responsibilities:

- Manage user accounts for global Development Global Learning Management System (LMS)
- Release training assignments in the LMS based on applicability's in STAR
- Update STAR and LMS as per LF Request (Applicability's Change Request process)
- Training systems document maintenance
- New/Remove/Update Roles in STAR and LMS
- Provide technical or administrative support for users
- Maintain access to LFRC and LFAR upon request
- Adhere to the global LMS Admin guidelines
- Ensure harmonization of LMS usage in global Development
- Perform validation activities – Validation Report, QC of releases, etc
- Brings up in a timely manner any Level 2 issues related to the LMS
- Be a role model for the Novartis values and behaviors and support the journey towards an inspired, curious, unbossed and self-aware organization
- Seek and implement opportunities for improving efficiency and effectiveness in our training system.
- Support DMS and 1-DMT in the role of SOP manager

### Essential Requirement:

- Significant relevant work experience (> 5 years) in the pharmaceutical industry or public health sector, in the area of Quality, Human Resources or Training.
- Demonstrated knowledge in implementing/managing robust Document management systems and Learning Management Systems, setting global quality controls in a regulated area
- Sound understanding of regulated activities, health authority expectations, and GxP, paired with good business understanding.

- Role model for the Novartis values and behaviours and exemplary interpersonal skills
- Excellent leadership, interpersonal, communication, negotiation and problem solving skills
- Ability to innovative when faced with opportunities or challenges.
- Ability to influence and drive/facilitate change across the organization.

#### **Desirable Requirement:**

- Bachelor/Technical degree in Life Sciences or related fields.
- Advanced degree and/or MBA an advantage

**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

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

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If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information.

Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams'

representative of the patients and communities we serve.

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### List of links present in page

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2. <https://talentnetwork.novartis.com/network>
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