

# Expert Scientific Writer

Job ID  
REQ-10035046  
Jan 03, 2025  
India

## Summary

To manage and complete assigned Medical Communications results at high quality standards and in accordance with agreed timelines. Projects include manuscripts, abstracts, posters, slide sets, satellite symposia content, congress or advisory board reports, publication planning and medical education materials for internal medical and/or clinical teams.

## About the Role

Expert Scientific Writer

Location – Hyderabad #LI Hybrid

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To manage and complete assigned Medical Communications results at high quality standards and in accordance with agreed timelines. Projects include manuscripts, abstracts, posters, slide sets, satellite symposia content, congress or advisory board reports, publication planning and medical education materials for internal medical and/or clinical teams.

Key Responsibilities:

- Prepares, literature review, abstracts, posters, and slide sets, and Manuscripts (complex) working from various data sources including clinical study reports, patient profiles, protocols etc.
- Performs quality control (QC) checking / proof reading of the above mentioned deliverables to meet customer expectations.
- Manages multiple projects of up to two brands at any given time. Obtains feedback from customers and implements customer management tactics.
- Complies with and support group's project management tool, standards, policies and initiatives.
- Follows Novartis specifications for documentation, specifically Novstyle, templates etc. Follows and tracks clinical trial milestones for assigned projects.
- Maintains records for all assigned projects including archiving. Maintains audit, SOP and training compliance.
- Trains new joiners, fellow colleagues as and when required. Performs additional tasks as assigned.

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.*

## Role Requirements :

### Essential Requirements

- Minimum science degree or equivalent, B.Sc./equivalent with 10 years Clinical Research (CR) experience, M.Sc./M.Pharma +8 years of clinical research (CR)
- Excellent written and oral English Minimum: Minimum science degree or equivalent, B.Sc./equivalent with 10 years Clinical Research (CR) experience.

### Desirable Requirements:

- Minimum science degree or equivalent, B.Sc./equivalent with 10 years Clinical Research (CR) experience, M.Sc./M.Pharma +8 years of clinical research (CR)
- Excellent written and oral English Minimum: Minimum science degree or equivalent, B.Sc./equivalent with 10 years Clinical Research (CR) experience.

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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### Commitment to Diversity and Inclusion:

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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Division

Operations

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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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. 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.

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