

Sr. Information & Communication Specialist

Job ID
REQ-10037808
Feb 20, 2025
India

Summary

This role is an individual contributor to the specific services and overall mission of the NKC. Individual contributor who will actively work with Head of Media and Intelligence to promote and market Novartis Knowledge Center solutions and resources to various business teams based in India. This also includes the operations support in managing business meetings and internal communications.

This position provides strategic & communication support to the Head and Media Intelligence in the development and launch of new solutions for the business. Also, this role provides Media & literature intelligence support to the teams by leveraging information searching and curation skills.

About the Role

Location – Hyderabad #L3 Hybrid

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This role is an individual contributor to the specific services and overall mission of the NKC. Individual contributor who will actively work with Head of Media and Intelligence to promote and market Novartis Knowledge Center solutions and resources to various business teams based in India. This also includes the operations support in managing business meetings and internal communications. This position provides strategic & communication support to the Head and Media Intelligence in the development and launch of new solutions for the business. Also, this role provides Media & literature intelligence support to the teams by leveraging information searching and curation skills.

Key Responsibilities:

- Collate and curate newsletters by gathering information from different sources.
- Create, prepare and revise presentations as well as department communication material
- Support Head of Media and Literature Intelligence in managing operational and strategic priorities
- Responsible for scheduling cross-site international department meetings, regular Leadership Team activities and the annual face-to-face strategy meeting
- Play a key role in the implementation of NKC strategy - Act as communication SPOC from NKC and ensure all the key updates are going into organization level communication
- Support in the preparation of project showcase and knowledge sharing across sites

- Attend management meetings, and support in communication and planning of strategic decisions
- Follow-Up on agreed action items with the team and ensure timely delivery

Essential Requirements:

- Master's in operations & strategy or Library Science or Communications with relevant Experience. Additional courses or certifications in the field of AI, Machine Learning, Text-mining and Data visualizations will be preferred.
- At least 5+ years of managing strategic projects, corporate communications, administrations and curating newsletter updates. Experience at a MNC or intercultural / global team environment. Strong communication (both written & oral) and presentation skills.
- Project Management and detailed organizational skills. Proficiency and profound in all Microsoft products (Word, Excel, Power-Point, OneNote). Strategic and Global communication planning.

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.

Accessibility and accommodation:

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 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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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing
Job Type
Full time
Employment Type
Regular
Shift Work
No
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