

Contract Management Coordinator

Job ID
REQ-10041420
Feb 21, 2025
India

Summary

Responsible for the operational support to business functions in managing contractors and external services as well represent an interface between internal community and external partners. To be acted as a single point of contact for all in accordance with legislation, internal regulations, good practices and business objectives via NOCC Engineering project team.

About the Role

Key Responsibilities:

- Operational and administrative support to the organization in coordination and management with external contractors, coordination of activities between internal stakeholders and external partners.
- Creating purchase orders and ordering equipment in SAP/ESHOP.
- Care and maintenance of electronic databases (SharePoint).
- Responsibility for ensuring the consistency and quality of procedures and documentation. SPOC to the external service provider regarding operational processes related to external employees (announcements of new employees, assuming new roles, replacements, etc.).
- Providing support to the T&L organization in defining the training that will help the external associates to obtain their qualifications.
- Management and review of training roles for all external colleagues in the field of work and regular monitoring of the education of external colleagues and ensuring the consistency of training.
- Ensuring that updated production documents are sent to relevant external colleagues for the purpose of education (reading and understanding) and transferring knowledge to colleagues and, if necessary, conducting training (OJT) for relevant colleagues. Support for ensuring the implementation of external services according to defined KPIs.

Essential Requirements:

- 2 + yr in relevant role
- Knowledge of Microsoft Office
- Knowledge of SAP recommended
- Business Continuity, Business Networking, Change Control, Computer Science, Construction Management, Cost Management, Flexibility, General HSE Knowledge, HVAC (Heating Ventilation And Air Conditioning), Including GDP, Installations (Computer Programs), Knowledge Of Capa, Knowledge Of GMP, Knowledge Of Relevant Tools And Systems , Manufacturing Production, Project Commissioning, Project Engineering, Project Execution, Risk Management, Root Cause Analysis (RCA), Total Productive Maintenance

Desirable Requirements:

- B Tech/M Tech/ BE/ ME/ B Pharma/ M Pharma

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

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

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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

[Apply to Job](#)

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.

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

Job ID
REQ-10041420

Contract Management Coordinator

[Apply to Job](#)

Source URL: <https://uat2.novartis.de/careers/career-search/job/details/req-10041420-contract-management-coordinator>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Contract-Management-Coordinator_REQ-10041420
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Contract-Management-Coordinator_REQ-10041420