

# Specialist

Job ID  
REQ-10041776  
Feb 26, 2025  
India

## Summary

Individually support and perform operational and Compliance related activities for Ethics, Risk and Compliance function.

To ensure compliance with training requirements and standards within the organization, supporting the compliance and implementation of training programs and monitoring their effectiveness.

## About the Role

### Specialist

**Location – Hyderabad #LI Hybrid**

### About the Role:

Individually support and perform operational and Compliance related activities for Ethics, Risk and Compliance function.

To ensure compliance with training requirements and standards within the organization, supporting the compliance and implementation of training programs and monitoring their effectiveness.

### Key Responsibilities:

- Monitor and ensure compliance with training requirements and standards across the organization.
- Track and report on training compliance metrics. Provide support and guidance to training responsible persons within different functions.
- Document new processes and update existing ones as needed.
- Prepare and communicate review findings to relevant stakeholders.
- Support continuous improvement initiatives by implementing process automation techniques.
- Develop and maintain training KPIs and dashboards to monitor training effectiveness and compliance.
- Support data processing for training compliance dashboards on a weekly/monthly basis. Ensure adherence to US laws and regulations related to training compliance.
- Manage and analyze data using Excel, including creating and maintaining spreadsheets, performing data validation, and generating reports.

### 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.

### **Essential Requirements:**

- Graduate(Commerce/ MBA preferred) with 3 to 4 years of experience in compliance operations/ training compliance/ audit support
- Proficiency in MS Excel and data processing.
- Strong analytical skills and the ability to interpret complex documents and regulatory requirements.
- Experience with compliance tools and certifications is beneficial.
- Effective communication skills and the ability to draft clear and concise emails.
- Experience in dashboarding and visualization tools like PowerBI is preferable.

### **Desirable Requirements:**

- Experience with compliance tools and certifications is beneficial.
- Effective communication skills and the ability to draft clear and concise emails.

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

India

Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Legal & Intellectual Property & Compl.  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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