

## Associate Analyst

Job ID  
REQ-10075321  
май 08, 2026  
Индия

### Сводка

-Support the TA Head/Product Managers/Product Executives in the team -Provide enhanced marketing and secretarial support to team members. -Provide analytical and operational support. Associate are aligned to perform qualitative and quantitative analytics on data to enable the informed decision making.

### About the Role

#### Major accountabilities:

- Responsible for providing secretarial and administrative support.
- Support the Project Managers in preparation of promotional material for marketing.
- Ensure the full implementation of the SOP.
- Issuing monthly reports showing customer satisfaction level.
- Update distributors database -Ensure the accurate and timely completion of all reports.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.
- Distribution of marketing samples (where applicable)

#### Key performance indicators:

- Customer satisfaction
- Delivery on time

#### Minimum Requirements:

#### Work Experience:

- Working experience within the pharmaceutical industry
- Market and customer intelligence
- Market Knowledge and Network is desirable
- Patient/client driven with excellent communication skills

#### Skills:

- Administrative Assistance
- Adobe InDesign
- Advertising Campaigns
- Business Networking
- Communication Skills
- Curiosity
- Customer Retention
- Digital Marketing
- Marketing Collateral
- Marketing Communications
- Marketing Plans
- Mobile Marketing
- Press Releases
- Social Media
- Sop (Standard Operating Procedure)
- Trade Shows

#### Languages:

- English

**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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Дивизион  
International  
Business Unit  
Marketing  
Место  
Индия  
Сайт

Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Маркетинг  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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