NOVARTIS

Analyst, Clinical Label Management

Job ID
REQ-10075388
апр 30, 2026
Индия

Сводка

Is responsible for executing label design and reviewing related tasks in alignment with label strategy defined by the Label Lead and the established processes. This role ensures timely and accurate documentation, and status reporting to support the successful delivery of labeling activities within clinical trials.

About the Role

- Is responsible for generation of label for IMP, randomization list/randomization schedules and ensures agreed milestones, quality are met.
- Design labels based on strategic inputs and specific study requirements. Acknowledge and manage ticket assignments promptly to ensure workflow continuity. Upload study-related forms, SLTs (Study Label Templates), and other relevant documentation in relevant repositories accurately. Provide regular updates to the Label Lead regarding task progress and issues. Maintain consistent status reporting to the Label Lead to ensure transparency and alignment.
- Is accountable for label compliance with respect to study design, pack design, analytical specifications of the IMP along with country specific Health Authority (HA) requirements and Novartis standards of compliance.
- Maintains Phrase Library (validated repository of country specific HA requirement and translations of phrases in country specific languages).
- If required and certified, then performs and documents GMP line unit checks (LU1b) of label(s) as defined in SOP. Notifies Team Head or Deputy about quality events/deviations or any non-Right First Time (RFT) cases.
- Keeps clear alignment with all the internal (e.g. Clinical Trial Supply Managers, Supply Chain Managers etc.) and external (e.g. external label service providers for specialized labels) stakeholders for IMP label related activities.
- Is able to describe the fundamental process and answer questions regarding label process during internal/external inspections.
- Actively participates in projects, networks and/or forums. Fulfill all related tasks and responsibilities related to own discipline.
- Ensures execution according to quality, quantity and timelines of all assigned activities.
- Adheres to and utilizes existing processes and procedures to achieve agreed outcomes in a consistent and disciplined way. Completely adheres to Novartis values and behaviors.

Minimum Experience

- 1-3 years of experience working in Pharma domain
- Good understanding of GxP regulations
- Good communication skills,
- Cognitive focus to ensure tasks are delivered with quality

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
Read our handbook (PDF 30 MB)

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Development
Business Unit
Development
Место
Индия
Сайт
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

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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