

# Learning Management System (LMS) Administrator

Job ID  
REQ-10078079  
Июн. 16, 2026  
Индия

## Сводка

Internal Title: T&C I Learning Management System Administrator  
#LI-Hybrid

Location: Hyderabad, India

Relocation Support: Yes

Take the lead in shaping how learning is delivered across a global organization. As an LMS Administrator at Novartis, you will play a critical role in ensuring seamless, compliant, and high-quality training experiences that empower teams and support business impact. From enabling audit readiness to optimizing learning delivery, you'll be at the heart of driving operational excellence in training and change management.

## About the Role

### Key Responsibilities

- Administer and maintain the Learning Management System, ensuring accurate user setup, access, and course assignments
- Manage training curricula by partnering with stakeholders to align role-based learning requirements
- Generate and validate training reports, certificates, and compliance records for audits and inspections
- Provide technical support to users, resolving system issues and delivering effective guidance and training
- Implement and maintain secure, role-based access controls to ensure data protection and regulatory compliance
- Collaborate with IT teams, vendors, and content creators to enhance system functionality and integration.
- Conduct testing of system updates and new features to ensure readiness before deployment
- Monitor system performance, data accuracy, and security in line with organizational standards
- Support data management processes, ensuring timely and accurate data flow across systems
- Contribute to process improvements by developing and updating LMS-related policies, procedures, and training materials

### Essential Requirements

- Bachelor's degree in information technology, Education, Business Administration, or a related field
- Minimum three years of experience administering a Learning Management System in a regulated industry
- Strong knowledge of Learning Management System platforms with the ability to quickly learn new systems
- Proven experience supporting audits and managing compliance documentation
- Excellent attention to detail with a focus on data accuracy and system integrity
- Strong problem-solving skills with the ability to troubleshoot technical and user issues

### 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](mailto: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

**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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US  
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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