

CTA - Observer

Job ID

REQ-10078148

май 14, 2026

Индия

Сводка

-To be used only for Intern or Student positions. Please enter specific details in the Additional Specifications Details field

About the Role

Key Responsibilities

- Support study start-up activities including document collection and tracking
- Assist in Trial Master File (TMF) maintenance and document uploads
- Maintain study trackers and support reporting activities
- Assist in meeting coordination, minutes, and follow-ups
- Support communication with internal stakeholders and sites
- Ensure compliance with SOPs, GCP, and training requirements

Key Deliverables

- Accurate and timely maintenance of study documentation
- High-quality TMF support and document filing
- Timely updates to study trackers and reports
- Compliance with training and SOP requirements

Qualifications

- Bachelor's degree (or pursuing final year) in Life Sciences, Pharmacy, Nursing, or related field
- Basic understanding of clinical research preferred

Skills & Competencies

- Attention to detail and strong organizational skills
- Good communication and teamwork
- Basic MS Office skills (Excel, Word, PowerPoint)
- Ability to learn quickly and work in a structured environment

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион
Development
Business Unit
Other
Место
Индия
Сайт
Mumbai (Head Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Others
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
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