

Intern

Job ID

REQ-10079801

Июн. 03, 2026

Тайвань

Сводка

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

About the Role

Major accountabilities:

- **Pharmacovigilance Operations Support**
 - Assist in the intake and tracking of adverse event (AE) reports from various sources (e.g., PSPs, HCPs, internal stakeholders)
 - Support case documentation and ensure completeness of required safety data before submission
 - Perform data entry and reconciliation in safety tracking tools or local logs
 - Assist in follow-up activities for missing information under supervision

Compliance and Documentation

- Support maintenance of PV documentation, including local SOPs, working instructions, and training records
- Participate in document review and formatting for audit readiness

Safety Reporting and Monitoring

- - Assist in tracking submission timelines for Individual Case Safety Reports (ICSRs)
 - Support preparation of periodic reports, metrics, or dashboards as required

Cross-functional Collaboration

- Coordinate with internal stakeholders (e.g., Medical Affairs, PSP teams, Quality) to collect safety information
- Support communication with external service providers (ESPs) if required
- Participate in internal meetings and contribute to meeting minutes or action tracking

Key performance indicators:

- Timely and accurate support of AE processing activities
- Compliance with internal procedures and documentation standards
- Quality and completeness of assigned tasks
- Contribution to audit readiness and team deliverables

Minimum Requirements:

Work Experience:

- NA.

Skills:

- Strong attention to detail and data accuracy
- Good organizational and documentation skills
- Effective communication (written and verbal)

- Ability to handle confidential information with integrity
- Proficiency in Microsoft Office (Excel, PowerPoint, Word), Copilot
- Fluent in English; Chinese is a plus

Languages :

- English.

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Дивизион

Development

Business Unit

Development

Место

Тайвань

Сайт

Taipei

Company / Legal Entity

TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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