

## Associate Analyst

Job ID  
REQ-10081737  
Июн. 25, 2026  
Индия

### Сводка

~支持团队中的TA负责人/产品经理/产品主管  
~为团队成员提供增强的营销和秘书支持。  
~提供分析和运营支持。员工一致对数据进行定性和定量分析，以实现明智的决策。

### About the Role

#### Major Accountabilities

~ 负责提供秘书和行政支持。  
~ 支持项目经理编写营销宣传材料。  
~ 确保SOP的全面实施。发布月度报告，显示客户满意度。更新分销商数据库  
~ 确保准确、及时地完成所有报告。

#### Key Performance Indicators

~客户满意度。  
~准时交货

#### Work Experience

~在制药行业的工作经验

#### Skills

~行政协助  
~Adobe Indesign的  
~广告活动  
~商业网络  
~沟通技巧  
~好奇心  
~客户维系  
~数字营销  
~电子邮件营销  
~营销宣传材料  
~营销传播  
~营销计划  
~移动营销  
~新闻稿  
~社交媒体  
~SOP (标准操作程序)  
~贸易展览

#### Language

英语

**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  
US  
Business Unit  
General Management  
Место  
Индия  
Сайт  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
BD&L & Strategic Planning  
Job Type  
Full time  
Employment Type  
正式  
Shift Work  
No

### Accessibility and accommodation

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