

Senior Scientific Writer I

Job ID
REQ-10083872
июл 17, 2026
Индия
Available in: English

Сводка

Position Summary

To write, edit, reconcile, and manage high quality medical and scientific communications including manuscripts, literature review, abstracts, posters, slide sets for publication/presentation or for submission to regulatory authorities and/or clinical teams.

About the Role

Key Responsibilities

- Prepares manuscripts, literature review, abstracts, posters, and slide sets working from various data sources including clinical study reports, patient profiles, protocols etc.
- Performs quality control (QC) checking / proof reading of literature review, abstracts, posters, and slide sets to meet customer expectations.
- Manages up to two assigned team projects at any given time.
- Ensures getting feedback from customers and supports implementation of customer management tactics.
- Comply with and support group's project management tool, standards, policies, and initiatives.
- Follow Novartis specifications for documentation, templates etc.
- Maintain records for all assigned projects including archiving.
- Maintain audit, SOP, and training compliance. Performs additional tasks, as assigned.
- Leverages AI tools to streamline tasks, generate content, and support decision-making, demonstrating practical fluency in prompting, interpreting, and refining AI outputs to improve work quality and efficiency.

Essential Requirements

- Good understanding of industry work processes for publications. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work in a highly matrixed cross-cultural environment with multiple stakeholders. Scientific/Clinical Knowledge of safety aspects, TA, Disease, Brand.
- Writing high-quality medical communication documents and publications (e.g., abstracts, literature review, slide sets, posters, manuscripts, meeting reports).
- Adheres to quality, timeliness, and productivity of deliverables as per KPI targets. Attention to detail and high degree of scientific and medical accuracy in medical writing.
- Flexibility and adaptability to change; ability to work under time constraints. Ability to interact effectively in a team-oriented environment.
- Understanding of good publication practice guidelines. Adheres to Novartis values and behaviors.
- Clinical Research/ Drug Development; Drug Safety; Quality Management
- IT/ web applications, office productivity tools, and document formatting skills. Travel internationally/domestically as required.

Desirable Requirement:

- Minimum: Science degree or equivalent, B.Sc./equivalent with 6 years Clinical Research (CR) experience, M.Sc./M.Pharm +4 years of clinical research (CR) experience.
- Desired: Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent); PhD + 2 years of CR experience, MBBS/equivalent + 2 years of CR experience, MD +1 year of CR experience.
- Excellent written and oral English.

Commitment to Diversity & Inclusion

We are 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 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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Business Unit
Marketing
Место
Индия
Сайт

Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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