

Real Estate Coordinator, AI & Technology

Job ID
REQ-10086857
авг 31, 2026
Индия

Сводка

- Provide direct support in implementing AI Use Cases within REFS, including business requirements, technical delivery, and supporting stakeholders in operationalizing AI solutions.

About the Role

Key responsibilities:

- Support delivery of REFS Data Management activities, including data governance, data stewardship, data quality and data compliance tasks. Monitor, investigate and help resolve data quality issues in collaboration with regional, global and functional stakeholders.
- Create and maintain dashboards, reports, visualizations and business insights that support REFS decision-making. Contribute to data standards, business glossaries, metadata, entity definitions and data management documentation.
- Support readiness of REFS data for analytics, digital platforms and AI-enabled use cases.
- Support implementation, administration, enhancement and adoption of REFS digital platforms, business applications and workflow solutions.
- Support in gathering business requirements, testing, issue resolution, user feedback and release activities across platform and project teams.
- Assist with process alignment, solution design, system integration, user experience improvements and service excellence activities.
- Provide hands-on project and product management support for technology initiatives across requirements gathering, design, development, testing and deployment.
- Support platform lifecycle management, documentation, compliance activities and end-user enablement. Support to assess opportunities for AI, automation and digital innovation within REFS processes.
- Support development and deployment of automation solutions, Power Platform solutions, Power BI reports, SharePoint solutions and other digital products. Assist with Responsible AI practices, adoption planning, training, communications and workforce enablement.
- Support use-case prioritization, requirements gathering, solution development, benefits tracking and ongoing improvement. Support in-house solution development for simpler execution where appropriate and aligned with governance expectations.

Essential Requirement :

- Collaborate with REFS regions, Operational Excellence, Finance, REFS LT, BFF / DDIT and other stakeholders to deliver technology and data priorities.
- Support delivery of initiatives from requirements gathering through deployment, change management and adoption.
- Contribute to standardization, simplification and continuous improvement across data, technology, AI and automation activities.
- Prepare project materials, status updates, user guidance and communication content for stakeholders.
- Help ensure solutions are practical, user-centric, compliant and aligned with REFS business priorities.

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Дивизион
Operations
Business Unit
Administration & Facility
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area

Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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