

Business Support Trainee

Job ID

REQ-10089047

Окт. 13, 2026

Литва

Сводка

Provide day-to-day business support, contributing to operational activities, coordination, and team priorities while gaining practical business experience.

About the Role

Major Accountabilities

- Support the preparation, routing, and approved use of marketing, medical, and business materials.
 - Preparation and coordination of service contracts, including document alignment before PO initiation.
 - RTE localization (translation/ visual material, etc.) and updates based on prepared and approved drafts.
 - Update of expired promotional and non-promotional materials based on provided comments.
 - Coordination of FUSE approval processes, including back-up support during PM absence.
 - Uploading and managing materials in Shaman (new - tag ICE content in Shaman), including back-up support during PM absence.
 - Translation of larger volumes of materials (e.g., *website content*).
 - Localization of iCVA materials, including translation, content adaptation, corrections.
- Help coordinate communications, campaigns, and project activities with internal stakeholders.
- Track approvals, deadlines, actions, and material status across assigned projects; escalate delays or missing information.
- Assist regulatory, legal, compliance, medical, and business colleagues with document updates and process requirements.
- Maintain accurate electronic and paper records, including approvals, consents, meeting documentation, and other audit-supporting files.
- Support events and meetings, including logistics, approved vendor coordination, travel arrangements, contracts, and activity reconciliation.
- Assist with purchase orders, invoices, vendor onboarding documentation, and related follow-up in company systems.
- Support website, digital, internal engagement, and other cross-functional initiatives as assigned.
- Learn and use relevant company systems and standard operating procedures with appropriate training and supervision.
- Perform assigned tasks accurately and on time, ask questions when requirements are unclear, and proactively

communicate progress.

- Observe all applicable internal and external regulations, policies, procedures, and codes, including the Code of Ethics and BeSure requirements.
- Report adverse events, product complaints, and other quality or safety information promptly in accordance with training and applicable requirements.
- Perform other job-related duties appropriate to the traineeship, with guidance from the manager or designated colleagues.

People & Organization support, as assigned:

• Assist with assigned people-related communications, documentation, onboarding, recruitment records, purchase orders, and invoices under

Key Performance Indicators (Suggested priority KPIs **italicized*)

- Accuracy and completeness of assigned work and documentation.
- Timely completion of tasks and proactive communication of risks or delays.
- Successful completion of required training and demonstrated ability to apply guidance.
- Constructive collaboration and feedback from colleagues and stakeholders.
- Compliance with company policies, procedures, and Novartis Values & Behaviors.

We offer:

Base pay from 14.5k - 16.8k EUR gross yearly

Other benefits as per guideline

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

International

Business Unit

General Management

Место

Литва

Сайт

Lithuania

Company / Legal Entity
LTP2 (FCRS = LV001) SIA Baltics, Lithuanian
Functional Area
Others
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
Job ID
REQ-10089047

Business Support Trainee

[Apply to Job](#)

Job ID

REQ-10089047

Business Support Trainee

[Apply to Job](#)

Source URL: <https://www.novartis.ru/careers/career-search/job/details/req-10089047-business-support-trainee>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Lithuania/Business-Support-Trainee_REQ-10089047
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Lithuania/Business-Support-Trainee_REQ-10089047