NOVARTIS

Regulatory Translation Coordinator

Job ID
REQ-10092011
Ноя. 12, 2026
Индия

Сводка

Supports the provision of timely, high-quality regulatory translations essential for product registration, maintenance, and launches worldwide.

About the Role

Major Responsibilities

- Performs general coordination and administrative tasks to support the Regulatory Translation Solutions" group functioning.
- Grants access to relevant CO associates to "Regulatory Translation Solutions" group repository folders and keeps access information updated.
- Organizes and archives documentation in team repositories, including dispatch emails and surveys as required.
- Ensures renewal of licenses regarding translation-related software and indexing tools,including Trados Studio, Verifika, and dtSearch
- Updates team lists and trackers, e.g. general job list, invoicing tracker, QC tracker, quality incidents tracker, email contact lists, CO job list tracker.
- Assists team members with the preparation of reports and presentations.
- Responsible for invoices and creation of POs on behalf of the Head of regulatory translations.
- Maintains invoice records. Addresses invoicing-related matters with vendors or service providers.
- In the absence of Regulatory translations project managers or at their request, assigns urgent
- jobs to appropriate vendors, and performs quick format checks on outsourced translations
- before delivery. Provides support with uploading and downloading files from relevant databases as necessary

Essential Requirements

- 3 years of administrative experience, especially in Regulatory Affairs.
- Strong problem-solving skills. Proficiency in Office tools (Excel a must).
- Excellent organizational skills. Commitment to quality.
- Good interpersonal skills.
- Highly committed and team oriented

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Дивизион
Development
Business Unit
Development
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

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.

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