

Clinical Operations Manager

Job ID
REQ-10076584
апр 27, 2026
Индия

Сводка

Provide operational and logistical support to clinical trials in Biomedical Research (BR) with focus on increased complexity and/or priority status. Perform defined responsibilities to support the Clinical Trial Team throughout the study lifecycle. May contribute to process improvements, cross-functional collaboration, and knowledge sharing.

About the Role

Major accountabilities:

- Provides operational and logistical support to clinical trials in Biomedical Research (BR) with focus on increased complexity and/or priority status, in compliance with Novartis processes and Good Clinical Practice (GCP).
- Perform defined activities to support the Clinical Trial Team (CTT) throughout the study lifecycle, via study assignment and/or on-demand support.
- Maintain and share up to date knowledge of ICH-GCP, external regulations, and internal procedures. Continuously enhance expertise through training and practical application of Novartis Standard Operating Procedures (SOPs) and internal policies.
- Contribute to the finalization and management of clinical, regulatory and study-related documents in scope of role such as study protocols, patient-facing documents, etc., by ensuring documents are complete, accurate, and consistent.
- Contribute and/or maintain ownership of the management and finalization of clinical, regulatory, and study-related documents such as study protocols, patient-facing documents, Clinical Study Report (CSR) appendices, etc., by providing support to draft, review, and ensure completeness, accuracy, and consistency of these documents, as needed.
- Support and/or lead interactions and communications with relevant functions including Novartis country organizations to prepare, collect, and/or compile relevant documents, and timely follow-up on pending actions as necessary.
- Support and/or lead external communication such as newsletter development, external meeting organization.

Minimum Requirements:

- At least 2+ years' experience in clinical trial/development.
- Adept organizational skills and quality mindset with attention to detail.
- Strong communicator with demonstrated interpersonal skills. Basic presentation skills and ability to mentor/ train small groups.
- Ability to successfully interact with a wide range of people, including global teams, different cultures, diverse experience backgrounds, etc. Ability to work in a team as well as independently if required and to manage multiple priorities.

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>

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Дивизион
Biomedical Research
Business Unit
Research
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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