

# ERC Supervisor

Job ID  
REQ-10079899  
Июн. 10, 2026  
Китай

## Сводка

Support the respective function through project managing the design and delivery of highquality and impactful support throughout the organization. Provide project management and administrative in support of various programs

## About the Role

### Major Accountabilities:

- Under overall leadership of management & in close coordination with the other ERC team members (from Group and Divisions) & representatives from other Corporate and Business Functions: Support development and implementation of eTraining curriculum for Existing Associates and New Hires & coordinate and drive execution of rollout plans with Training Delivery Platform Operator and with Divisions and Countries
- Run monthly updates of HR data feeds to eTraining vendor; coordinate and solve error entries Drive and administer the development of Training content for Group ERC, cooperate with Functions to drive course production, control respective plans, coordinate with vendor and countries for timely translations, pilots and other control measures, take corrective actions if required. Support and promote compliance with relevant regulations in scope of the role and fostering a culture of continuous improvement.
- Project Management and Administrative Support
- Participate in development and updating of relevant processes and procedures Support respective project lead in all relevant project management disciplines, e.g. scoping and planning, communication, progress reporting and budgeting
- Responsible for the Compliance eTraining & reporting workstream
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

### Key performance indicators:

- Adherence to Novartis policy and guidelines
- Project and stakeholder feedback.

### Minimum Requirements:

#### Work Experience:

- Regulatory Knowledge: Deep Understanding of the regulatory environment within which we operate
- Risk Management: Understanding of risk assessment, mitigation, and monitoring
- Compliance Mastery: Exposure to compliance programs, ensuring adherence to ethical business practices
- Communication and Cross functional Collaboration: Ability to involve people from different functions as needed
- Digital & Tech Risk Awareness: Understanding of new technologies, and being able to support, assess, and manage related risks effectively
- Data Analytics: Basic data analysis and understanding of the outcome

#### Skills:

- Navigates Complexity
- Learning agility, being curious
- Critical thinking (Analytical thinking/ problem solving)
- Delivering Collective Impact
- Proactive and Accountable
- Stakeholder Management
- Courage
- interpersonal & comms skills
- Business Stewardship
- Risk Management
- Strong Execution

#### Languages:

- English

**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  
Ethics Risk & Compliance  
Business Unit  
Audit & Compliance

Место  
Китай  
Сайт  
Shanghai (Shanghai)  
Company / Legal Entity  
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd  
Functional Area  
Юристы, Интеллектуальная собственность, Compliance  
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.china@novartis.com](mailto:diversityandincl.china@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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