

Specialist, Quality Operations

Job ID
REQ-10088961
Окт. 15, 2026
Индия

Сводка

About the role:

Manages Quality aspects and projects within area of responsibility. Ensures and supports overall GxP conformity and Compliance with the Novartis Quality Management Systems.

About the Role

Key Requirements:

- Deliver **Quality Operations and Quality Compliance** activities in line with GxP, regulatory requirements, internal quality standards and SOPs.
- Manage and support **quality documentation**, including SOPs, working procedures, process maps, trend reports, qualification reports and technical investigations.
- Support **deviations, quality events, investigations and CAPA management** including tracking, trending and timely closure.
- Support **internal/external audits, inspections, self-inspections and supplier audit activities**
- Manage quality-related activities across **APQR, QAA, QRA, KQI metrics and Approved Supplier Lists**
- Support **vendor/supplier quality management**, including supplier onboarding, assessments, agreements and monitoring.
- Generate and analyze **quality metrics and reports** using approved systems/tools and ensure accurate, timely deliverables.
- Maintain quality records, trackers, SharePoint content and relevant documentation.
- Partner effectively with internal stakeholders, customers and business partners while supporting continuous process improvement.

Essential Requirements:

- Good understanding of **GxP, Quality Operations and Quality Compliance** requirements.
- Experience 5-7 years.
- Hands-on experience with **deviations/quality events, investigations and CAPA**
- Experience creating/reviewing **SOPs and other GxP/quality documentation**.
- Experience supporting **audits, inspections and compliance activities**.
- Ability to work with **quality systems/tools**, generate reports and track quality metrics.
- Strong attention to **accuracy, compliance, ownership and timely delivery**.
- Ability to effectively communicate and collaborate with **cross-functional stakeholders and business partners**.

Desirable Requirements:

- Experience with **APQR, QAA, QRA, KQI reporting and Self-Inspection planning**
- Exposure to **supplier/vendor quality management**, supplier audits and Approved Supplier Lists.
- Experience with **1QEM / Quality Event Management and Quality Analytics tools**
- Exposure to **GMP external audits, Health Authority inspections and supply-chain quality**.
- Experience managing **SharePoint, quality repositories, trackers and document archival**
- Exposure to **Quality Management Review metrics/reporting** and continuous improvement initiatives.

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
Operations
Business Unit

Other

Место

Индия

Сайт

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Quality
Job Type
Full time
Employment Type
Regular
Shift Work
No

Accessibility and accommodation

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