NOVARTIS

Business Support Trainee

Job ID
REQ-10088729
Окт. 08, 2026
Латвия

Сводка

The role is responsible for coordinating and executing key operational processes that enable the effective delivery of business activities. Acting as a central operational partner, the position works across multiple functions to ensure activities are planned, documented, approved, executed, and reconciled in accordance with internal policies, compliance requirements, and business objectives.

About the Role

Major accountabilities:

- Support the preparation and approval of marketing and medical materials
- Coordinate communications and campaigns with internal stakeholders
- Track approvals, deadlines, and material status across multiple projects
- Collaborate with regulatory teams and external partners on updates and compliance requirements
- Maintain documentation and records to support audits and business processes
- Assist with events, vendor coordination, purchase orders, and activity reconciliation
- Help ensure business activities are executed efficiently and in line with company policies

Key performance indicators:

- Timely execution of content approval and communication workflows
- Quality and accuracy of system administration activities
- Compliance and documentation excellence
- Effective coordination with stakeholders, vendors, and regulatory partners
- Reliable support of operational activities, events, reconciliations, and financial processes

We offer:

Compensation 12k - 14k EUR gross annually

Other benefits as per Company guidline

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
Sales
Место
Латвия
Сайт

Latvia
Company / Legal Entity
LV01 (FCRS = LV001) SIA Baltics, Latvia
Functional Area
Others
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
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1. https://www.novartis.com/about/strategy/people-and-culture
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