

Senior Scientific Operations Manager

Job ID
REQ-10084416
июл 30, 2026
Индия

Сводка

Working closely with the IMA and IMACE Teams to provide operational support for key IMA activities and processes for assigned TAs.

About the Role

Role Summary

The Project Manager, Medical Affairs Operations serves as the primary point of contact (POC) for assigned therapeutic areas and projects, driving end-to-end project execution, operational excellence, and stakeholder coordination. The role is responsible for managing project lifecycles, ensuring timely delivery, compliance adherence, process improvements, and effective collaboration across internal and external stakeholders.

Key Responsibilities

Project & Operational Management

- Act as the primary POC for assigned therapeutic areas, projects, and operational processes.
- Manage end-to-end project execution from initiation through completion, ensuring delivery against timelines, quality standards, and objectives.
- Coordinate FUSE submissions, internal medical meetings (e.g., IMATs), SharePoint maintenance, and distribution list management.
- Oversee multiple projects simultaneously and ensure successful execution of assigned tactics and deliverables.
- Maintain accurate project documentation, reporting, and stakeholder communications.
- Provide proactive recommendations to improve project management and operational effectiveness.
- Serve as a trusted advisor and subject matter resource for assigned projects.

Stakeholder & Cross-functional Collaboration

- Partner with internal and external stakeholders to drive project execution and achieve business objectives.
- Facilitate effective communication across cross-functional teams.
- Build strong working relationships and ensure alignment on project priorities and deliverables.
- Lead meetings and drive discussions toward actionable outcomes.

Operational Excellence & Leadership

- Drive continuous improvement initiatives and operational excellence programs.
- Identify, address, and resolve operational issues efficiently.
- Promote innovation, best practice sharing, and process optimization across teams.
- Ensure compliance with company policies, industry regulations, and approval processes.
- Mentor and support team members, fostering knowledge sharing and capability development.

Essential Requirements:

- Successful and timely delivery of projects against agreed timelines and objectives.
- Achievement of defined operational and project management KPIs.
- 100% compliance with company policies, SOPs, legal regulations, and industry standards.
- Implementation of initiatives that improve operational efficiency and effectiveness.

Desired Profile

Education

- Postgraduate degree, preferably in a Science-related discipline.
- MBA or equivalent qualification preferred.

Experience

- Minimum 7 years of experience in project management and operations within the pharmaceutical industry or healthcare agencies.
- Proven track record of managing complex projects and operational initiatives.
- Experience working with digital solutions, innovation programs, and process transformation initiatives.
- Exposure to multicultural and cross-functional working environments.

Skills & Competencies

- Strong project and stakeholder management capabilities.
- Excellent communication, presentation, and facilitation skills.
- Ability to manage multiple priorities and deliver results in a fast-paced environment.
- Strong business acumen and understanding of pharmaceutical industry operations.
- Proven leadership, mentoring, and team development skills.
- Strong interpersonal, problem-solving, and relationship management abilities.
- High attention to detail with a focus on execution excellence and compliance.

- Fluent in English, both written and verbal.

Ideal Candidate

A seasoned Project Management professional with pharmaceutical industry experience, capable of driving complex operational initiatives, managing diverse stakeholders, and delivering projects with excellence while fostering innovation, compliance, and continuous improvement.

Commitment to Diversity and Inclusion / EEO paragraph:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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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Marketing
Место
Индия
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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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