NOVARTIS

Senior Scientific Writer II

Job ID
REQ-10035044

1   01, 2025

India

Job Description Summary
To write, support and manage projects to prepare high quality medical and scientific communications including, literature review, abstracts, posters, slide sets, Manuscripts (sophisticated) for publication/ presentation at congresses or internal medical and/or clinical teams.

About the Role

Senior Scientific Writer II

Location – Hyderabad #LI Hybrid

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presentation at congresses or internal medical and/or clinical teams.

Key Responsibilities:
• Prepares, literature review, abstracts, posters, and slide sets, and Manuscripts (sophisticated) working from various data sources including clinical study reports, patient profiles, protocols etc.
• Performs quality control (QC) checking / proof reading of the above mentioned deliverables to meet customer expectations.
• Handles multiple projects of up to two brands at any given time. Acquires feedback from customers and implements customer management tactics.
• Complies with and support group's project management tool, standards, policies and initiatives.
• Follows Novartis specifications for documentation, specifically Novstyle, templates etc. Follows and supervises clinical trial milestones for assigned projects.
• Maintains records for all assigned projects including archiving. Maintains audit, SOP and training compliance.
• Trains new joiners, fellow colleagues as and when required. Performs additional tasks as assigned.

Commitment to Diversity & Inclusion: :

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

Essential Requirements:
• Preparation of the above referenced documents meeting set quality standards and on time for submission to Health Authorities/Clinical teams /Journals as appropriate. (i.e. staying in sync with standards e.g. CONSORT regarding publication of trial results, complying with journal formatting requirements etc).
• Timely preparation of medical and scientific documents to meet regulatory requirements, for publication of clinical trial results, to increase customer awareness of company products, and to support marketing activities
• B.Sc/M.Sc or M.Pharma/MBBS/PhD/MD Proficiency in English B.Sc./equivalent with 8 years Clinical Research (CR) experience
• M.Sc./M.Pharma +6 years of clinical research (CR) experience
Desirable Requirements:
• Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent) PhD + 4 year of CR experience, MBBS/equivalent + 4 year of CR experience, MD +2 years of CR exp.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: https://www.novartis.com/about/strategy/people-and-culture

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. https://www.novartis.com/careers/benefits-rewards

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network.

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

Operations

Business Unit
Innovative Medicines

India

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

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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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