

## Contract Management Coordinator

Job ID  
REQ-10041420

2月 21, 2025

India

### 摘要

Responsible for the operational support to business functions in managing contractors and external services as well represent an interface between internal community and external partners. To be acted as a single point of contact for all in accordance with legislation, internal regulations, good practices and business objectives via NOCC Engineering project team.

### About the Role

#### Key Responsibilities:

- Operational and administrative support to the organization in coordination and management with external contractors, coordination of activities between internal stakeholders and external partners.
- Creating purchase orders and ordering equipment in SAP/ESHOP.

- Care and maintenance of electronic databases (SharePoint).
- Responsibility for ensuring the consistency and quality of procedures and documentation. SPOC to the external service provider regarding operational processes related to external employees (announcements of new employees, assuming new roles, replacements, etc.).
- Providing support to the T&L organization in defining the training that will help the external associates to obtain their qualifications.
- Management and review of training roles for all external colleagues in the field of work and regular monitoring of the education of external colleagues and ensuring the consistency of training.
- Ensuring that updated production documents are sent to relevant external colleagues for the purpose of education (reading and understanding) and transferring knowledge to colleagues and, if necessary, conducting training (OJT) for relevant colleagues. Support for ensuring the implementation of external services according to defined KPIs.

#### Essential Requirements:

- 2 + yr in relevant role
- Knowledge of Microsoft Office
- Knowledge of SAP recommended
- Business Continuity, Business Networking, Change Control, Computer Science, Construction Management, Cost Management, Flexibility, General HSE Knowledge, HVAC (Heating Ventilation And Air Conditioning), Including GDP, Installations (Computer Programs), Knowledge Of Capa, Knowledge Of GMP, Knowledge Of Relevant Tools And Systems , Manufacturing Production, Project Commissioning, Project Engineering, Project Execution, Risk Management, Root Cause Analysis (RCA), Total Productive Maintenance

#### Desirable Requirements:

- B Tech/M Tech/ BE/ ME/ B Pharma/ M Pharma

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部门

Operations

Business Unit

Innovative Medicines

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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