

T&L Operational Expert

Job ID
REQ-10022359

Oct 04, 2024

India

Summary

Location: Hyderabad #LI Hybrid

About the role:

Operationally support Training & Learning activities across defined scope within NTO, to ensure compliance and enhance access to learning for associates.

About the Role

Key Responsibilities:

- Compliantly manage the in-scope training matrix
- Define system set-up and co-ordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc) with the LMS administrators.

- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of NTO associates
- Manage local learning events for the NTO Operations Hubs; support local learning events on in-scope sites

Essential Requirements:

- Minimum Bachelors degree preferably in Life Sciences or related field.
- Minimum 3 years of experience into Training & Learning in Quality or related field.
- Demonstrated experience of working with learning management systems preferably CSOD.
- Knowledge of GxP requirements (esp. training and documentation).
- Ability to work with a cross-functional, cross-cultural team within a matrix organization

Desirable requirements:

- Good knowledge of Excel & other reporting tools

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

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Business Unit
Innovative Medicines

Location
India

Site
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams'

representative of the patients and communities we serve.

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