

# Specialist - Quality Operations

Job ID  
REQ-10020519  
Sep 03, 2024  
Indien

## Summary

- Responsible for handling of compliance activities as per QMS.  
Manages Quality aspects and projects within area of responsibility. -Ensures and supports overall GxP conformity and Compliance with the Novartis Quality Management Systems.

## About the Role

### Specialist – Quality Operations

Location – Hyderabad

#### About the Role:

Provide quality services in compliance with cGMP requirements and Novartis Quality Management System as defined and agreed between QOP and business partners.

#### Key Responsibilities:

- Perform and deliver Quality Operations services in support of product quality compliance and regulatory workflows
- Hold accounts in workflow applications (such as SAP, Dragon, SUBWAY, etc.) to ensure appropriate execution of service deliverables
- Generate and analyse predefined and ad-hoc reports in various applications (like AGILE PLM, AQWA etc.) and perform follow-up actions if required
- Escalate service related GxP and non-GxP issues and ensure timely investigation and compliance with local and global operating procedures
- Ensure compliance to the Novartis internal quality standards, relevant regulatory requirements, filed product quality standards and service level agreements
- Comply with all internal functional operating procedures like time tracking, KPI reporting, ticket management tools and other internal systems and processes
- Assist the department on any other ad hoc administrative activities as per business requirements.
- Focus on timely completion of all relevant and assigned trainings
- Learn & develop understanding to generate insights through data and digital
- Ensure responsibility and ownership of the assigned tasks
- Comply the accuracy and timeliness of deliverables

#### Essential Requirements:

- Pharmacy/ Science/ MBA / Engineering/ equivalent from a reputed institute

- Min 7-9 years of experience in Quality Assurance, Regulatory or in the manufacturing of pharmaceutical drug substances/ products/ medical devices.
- Perform APQR Master plan coordinator role & support for creation of draft annual plan and sharing it for approval & KQI reporting activities.
- Acting as site owner for maintenance of SharePoint as requested by Business Partner
- Responsible to update the information on SharePoint/ trackers, review the applicable documents for correctness and archival of necessary documents on SharePoint.
- Provide Administrative support in preparation of Quality Management Review meeting slide deck & metrics reporting.
- Maintenance of distribution lists and Active Directory Group Management.
- Preparation, approval, and management of QAA & QAA tracker for clinical development (ESP QA).
- Self-Inspection (SI) Planner role in AQWA-A. Creation of the child record for required target site based on the final SI approved plan for NCQ.
- Author and approver role for metric reporting of QAA and QRA (ESO suppliers) in QADM tool.
- Develop and maintain process SOPs, working procedures and process maps.
- Act as QC admin support to perform “incident /access review”.
- Provide support for GMP External Audits and inspection management activities (HA and Self Inspection Audits)
- Maintain Approved supplier list for GxP vendors.
- Ensure the completeness of KQI metrics as per requirement of compliance team.
- Perform QARP role in AQWA-A for audit CAPA activities for audits of external suppliers/CMOs,
- Preparation of UQAP (Unified Quality Audit Program), Audit preparation support and QARP (Quality assurance responsible Person) Role for audit CAPA Management.
- Co-ordinating in process of assessment and implementation of Global Novartis Standards and procedural documents with wide applicability at Novartis Gene Therapies (GTx) and other applicable sites.
- Manage creation of New Supplier Records, Maintenance/Update of Current Active Supplier and Monitoring Suppliers in ESPIR

**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>

TEst Hello

Division

Operations

Business Unit

Innovative Medicines

Standort

Indien

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Quality

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

**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>

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Job ID

REQ-10020519

## Specialist - Quality Operations

[Apply to Job](#)

---

**Source URL:** <https://dev1.novartis.de/careers/career-search/job/details/req-10020519-specialist-quality-operations>

### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Specialist--Quality-Operations\\_REQ-10020519](https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist--Quality-Operations_REQ-10020519)
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. <https://www.novartis.com/careers/benefits-rewards>
8. [https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Specialist--Quality-Operations\\_REQ-10020519](https://novartis4.wd3.myworkdayjobs-impl.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist--Quality-Operations_REQ-10020519)