

# DAM Librarian

Job ID

REQ-10072914

Mar 26, 2026

LOC\_IN

## About the Role

Location – Hyderabad #LI Hybrid

Key Responsibilities:

- Conduct source file verification within the workflow prior to assets being made available on FUSE DAM.
- Verify asset rights information provided by Agencies of Record and tag creative components with accurate usage rights metadata.
- Generate public CDNs for web-optimized and print-ready PDFs as part of the SFU workflow and for ad hoc requests.
- Engage with agency contacts and content owners to follow up on outstanding tasks and resolve queries related to source file uploads and asset rights management.
- Provide support for DAM curation activities including content owner updates, agency updates, task re-assignment, workflow resets, on-demand report scheduling, and assisted search.
- Provide asset migration and bulk upload support to onboard new business units and teams onto the Novartis DAM.
- Partner with the Customer Experience product team to test new feature releases and execute other DAM-related test scenarios.
- Build and maintain subject matter expertise in digital asset management capabilities, workflows, and governance requirements.
- Drive knowledge sharing and people development across the librarian team.
- Support service leads in onboarding and ramp-up of new team members.

Essential Requirements:

- B Tech, B Sc, or equivalent graduation.
- Aprimo certification.
- Veeva Vault PromoMats certification.
- 5+ years of experience working on digital libraries and or DAM operations.
- Excellent communication and interpersonal skills.
- Proficient understanding of broader content management goals and how DAM supports asset re-use and efficiency.
- Strong attention to detail and consistent focus on quality.
- Proven ability to self-manage, prioritize, and deliver independently.

Commitment to Diversity and Inclusion:

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

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](mailto: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.

Skills Desired

Digital Asset Management, Digital Libraries, FUSE DAM, Aprimo, Veeva Vault PromoMats, Metadata and Taxonomy, Usage

Rights Management, Asset Verification, Bulk Upload and Migration, DAM Curation, CDN Generation, UAT Testing, Stakeholder Management

## Role Requirements

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Division

DIV\_IM

Business Unit

Marketing

Location

LOC\_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT\_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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