

# Specialist - Quality Operations

Job ID

REQ-10074829

Mar 30, 2026

LOC\_IN

## About the Role

Job Description

Key Responsibilities:

Supplier / Vendor Quality Management:

- Drafting/Authoring of Annual Monitoring and Certification report for incoming materials.
- Drafting / Negotiation (if applicable) and Archival of Quality Assurance Agreement with Suppliers/Service providers.
- Evaluation and Management of Supplier Change Notifications (SCN) and Initiation of quality record for the applicable SCN.
- Drafting and Evaluation of Supplier's incoming materials Specification.
- Performing Quality Risk Assessment (QRA) for existing and new Suppliers / Service providers.
- Management of Supplier/ Material qualification and supplier related documentation.
- Preparation of regulatory statement for materials and finished products.
- Management Quality records, Support the Service Delivery team (SDT) with quality topics and 3rdPAP Management in TPRM (Third Party Risk Management) tool.
- Co-ordination with stakeholders in SIM (Supplier Information Management) approval process for Quality deliverables.
- Preparation of relevant contributing report for respective APQR section.
- Evaluation of change control tasks/ deviations related to supplier quality management.
- Coordination in handling Discrepant Materials.
- Audit preparation support, QARP and FURP Role for audit and CAPA Management.
- End to end deliverables for supplier/ Vendor quality management activities as per the delegated task from the business partner.

Desirable Requirements - Around 8 Years

Education - M Pharma / B Pharma / MSc or Equivalent from Reputed university.

Languages:

- English.

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>

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.

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:

## Role Requirements

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV\_TO

Business Unit

Other

Location

LOC\_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT\_QA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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