

Analyst Clinical Label Management

Job ID

REQ-10070942

Apr 16, 2026

LOC_IN

About the Role

- Is responsible for generation of label for IMP, randomization list/randomization schedules and ensures agreed milestones, quality are met.
- Design labels based on strategic inputs and specific study requirements. Acknowledge and manage ticket assignments promptly to ensure workflow continuity. Upload study-related forms, SLTs (Study Label Templates), and other relevant documentation in relevant repositories accurately. Provide regular updates to the Label Lead regarding task progress and issues. Maintain consistent status reporting to the Label Lead to ensure transparency and alignment.
- Is accountable for label compliance with respect to study design, pack design, analytical specifications of the IMP along with country specific Health Authority (HA) requirements and Novartis standards of compliance.
- Maintains Phrase Library (validated repository of country specific HA requirement and translations of phrases in country specific languages).
- If required and certified, then performs and documents GMP line unit checks (LU1b) of label(s) as defined in SOP. Notifies Team Head or Deputy about quality events/deviations or any non-Right First Time (RFT) cases.
- Keeps clear alignment with all the internal (e.g. Clinical Trial Supply Managers, Supply Chain Managers etc.) and external (e.g. external label service providers for specialized labels) stakeholders for IMP label related activities.
- Is able to describe the fundamental process and answer questions regarding label process during internal/external inspections.
- Actively participates in projects, networks and/or forums. Fulfill all related tasks and responsibilities related to own discipline.
- Ensures execution according to quality, quantity and timelines of all assigned activities.
- Adheres to and utilizes existing processes and procedures to achieve agreed outcomes in a consistent and disciplined way. Completely adheres to Novartis values and behaviors.

Education (minimum/ desirable)

Degree in science, engineering or equivalent.

Work Experience:

1. > 2 years of practical experience in chemical / pharmaceutical industry or > 3 years of experience in field of expertise
2. Apprenticeship or formal education in a logistical, technical or related business area
3. Basic project management, good organization and planning skills
4. Good knowledge of HSE/GMP standards and processes
5. Problem-solving and idea generation skills
6. Good presentation skills
7. Fundamental Leadership skills.
8. Good communication, negotiation and interpersonal skills. Ability to work in interdisciplinary teams

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_GD

Business Unit

Development

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10070942

Analyst Clinical Label Management

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10070942-analyst-clinical-label-management>

List of links present in page

1. <https://prod1.jobapi.novartis.com.cn/req-10070942-analyst-clinical-label-management>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Analyst-Clinical-Label-Management_REQ-10070942
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Analyst-Clinical-Label-Management_REQ-10070942