

Associate Life Cycle Manager

Job ID

REQ-10075707

Apr 17, 2026

LOC_IN

About the Role

Key Responsibilities

- Support lifecycle projects by coordinating launches, variations, transfers, and change activities across global and local teams
- Represent the External Supplier Organization (ESO) in cross-functional project teams, ensuring site-level alignment with global and regional plans
- Prepare and maintain project documentation including charters, timelines, status reports, risk logs, and action trackers
- Track milestones, dependencies, and risks in project tools, escalating delays or issues to project leads early
- Coordinate regulatory, planning, and implementation inputs to support submissions and smooth execution of lifecycle changes
- Support master data initiation and follow-up to ensure accurate product and supply data during early project phases
- Enable accurate monthly project reporting through data checks, reconciliation, and governance discipline
- Organize project meetings, capture minutes, track actions, and ensure alignment across operations, supply, and regulatory teams

Essential Requirements

- Bachelor's degree in science, pharmacy, engineering, or a related field, or equivalent practical experience
- Experience supporting projects within pharmaceutical, biotechnology, or regulated manufacturing environments
- Ability to coordinate cross-functional teams and manage multiple workstreams in a global, matrix organization
- Experience with project documentation, action tracking, timelines, and structured governance reporting
- Confident communication skills in English, with the ability to align various stakeholders and escalate issues effectively

Desirable Requirements

- Knowledge of regulatory compliance in pharmaceutical or similarly regulated environments
- Proven ability to work effectively within global, matrix organizations across technical and non-technical teams

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse team 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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Production / Manufacturing

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

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