

Data Steward

Job ID

REQ-10058488

Dec 02, 2025

LOC_IN

About the Role

Major accountabilities:

- Create and deliver below customer requirements as per agreed SLAs -Deliver services through structured project management approach with appropriate documentation and communication throughout the delivery of services .
- Quality Assurance ; Ensure deliverables for quality and accuracy are of the highest order.
- On-time project delivery within stipulated deadlines -Support in creation and maintenance of standard operating procedures (SOPs) -Support in developing and maintaining knowledge repositories that captures qualitative and quantitative reports.
- Participate in various knowledge sharing sessions that

Key performance indicators:

- - Good customer satisfaction scores - Ability to manage multiple stakeholders / projects - Delivery on time

Minimum Requirements:

Work Experience:

- Operations Management and Execution.
- Project Management.
- Working experience within the pharmaceutical industry.

Skills:

- Advertising Campaigns.
- Alteryx.
- Analytical Thinking.
- Brand Awareness.
- Business Networking.
- Curiosity.
- Digital Marketing.
- Email Marketing.
- Marketing Communications.
- Marketing Plans.
- Marketing Strategy.
- Media Campaigns.
- Process Documentation.
- Strategic Marketing.

Languages :

- English.

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_IU

Business Unit

General Management

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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