

GSOC Senior Analyst

Job ID

REQ-10084976

Aug 05, 2026

LOC_IN

About the Role

Key Responsibilities

- Coordinate executive-level governance activities, ensuring timely submissions and follow-up actions for senior leadership committees.
- Manage complex calendars, meetings, agendas, pre-read materials, and logistics for Global Security leadership.
- Prepare meeting minutes and track action items to ensure timely execution and accountability.
- Maintain Global Security intranet content, user access rights, and data accuracy in partnership with stakeholders.
- Drive project coordination and operational activities while ensuring compliance with Novartis policies and requirements.
- Strong attention to detail, discretion, and ability to handle sensitive and confidential information.

Essential Requirements

- Bachelor's degree in business administration, Operations Management, Human Resources, or a related field.
- Proven experience supporting senior leaders in an administrative, coordination, or business support role.
- Strong organizational skills with the ability to manage multiple priorities and deadlines simultaneously.
- Excellent written and verbal communication skills with experience engaging senior stakeholders.
- Demonstrated proficiency in Microsoft Office applications, including Outlook, PowerPoint, Excel, and Teams.

Desirable Requirements

- Experience supporting senior executives within a global or matrixed organization.
- Relevant experience in Global Security Operations with high proficiency in Everbridge usage and Administration

Commitment to Diversity & Inclusion

We are 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 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

Administration & Facility

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_LI

Job Type

Full time

Employment Type

Regular

Shift Work

No

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