

Associate Director, C&BD Ops China

Job ID

REQ-10081992

Jul 20, 2026

LOC_CN

About the Role

Major Accountabilities:

- **Data Analytics and Insights Generation:** Conduct data analysis to identify trends, generate actionable insights, and support decision-making processes.
- **Implementation of AI/IT/Digital Systems:** Lead the implementation of new IT systems and AI use cases to enhance operational efficiency and effectiveness. Ensure seamless integration and user adoption of these systems, leveraging IT savviness and systems thinking to drive innovation.
- **Operational Excellence and Process Improvement:** Drive initiatives for operational excellence by implementing the best practices and continuous improvement strategies. Promote an agile mindset and solution-oriented approach.
- **Data Quality Control and Follow-ups:** Support Director, C&BD Operations, in overseeing data quality control processes, ensuring data accuracy, integrity, and timely follow-ups. Demonstrate strong business awareness and a proactive approach to problem-solving.
- **Management Reporting and Governance:** Develop and maintain reporting systems to support creation of timely, accurate reports for functional, management, and executive teams.
- **Result Orientation and Problem-Solving:** Foster a proactive, solution-oriented mindset within the team, ensuring tasks and projects are completed efficiently and effectively. Drive a culture of accountability and urgency to achieve goals and deliver results, emphasizing the importance of figuring things out and getting things done.
- **Training Management:** Create, deploy, and deliver training assets, including live sessions and LMS packages, on process- and system-related topics. Ensure that training programs are effective and align with operational goals, enhancing team capabilities and performance.

Requirments:

- Excellent track record in the pharmaceutical industry - advanced level degree preferred (MBA, MSc, PhD)
- Proficiency in English required - spoken & written (required).
- Native or fluent proficiency in Mandarin Chinese
- Proficiency in managing and implementing business systems, including familiarity with new technologies and AI use cases
- Ability to conduct data analytics to support decision-making processes, identify trends, and provide actionable insights
- Excellent analytical and problem-solving skills to identify issues, develop solutions, and make informed decisions
- Strong knowledge of data management principles, including data stewardship, data quality control (QC)
- Expertise in business process management, including process compliance and operational excellence initiatives
- Demonstrated ability to take initiative, work independently, and manage tasks with minimal supervision
- Proven expertise in results-focused execution: Translates strategies into clear deliverables and action plans; acts, executes, and follows up
- Excellent interpersonal and communication skills. Fosters a high performing team culture and demonstrates high emotional intelligence
- Willingness to embrace new ideas, perspectives, technologies, and approaches

Role Requirements

Division

DIV_SG

Business Unit

Strategic Planning & BD&L

Location

LOC_CN

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

FCT_BS

Job Type

Full time

Employment Type

Regular

Shift Work

No

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