NOVARTIS

# Business Support Trainee

Job ID
REQ-10088729
Oct 08, 2026
LOC_LV

## About the Role

Major accountabilities:

- Support the preparation and approval of marketing and medical materials
- Coordinate communications and campaigns with internal stakeholders
- Track approvals, deadlines, and material status across multiple projects
- Collaborate with regulatory teams and external partners on updates and compliance requirements
- Maintain documentation and records to support audits and business processes
- Assist with events, vendor coordination, purchase orders, and activity reconciliation
- Help ensure business activities are executed efficiently and in line with company policies

Key performance indicators:

- Timely execution of content approval and communication workflows
- Quality and accuracy of system administration activities
- Compliance and documentation excellence
- Effective coordination with stakeholders, vendors, and regulatory partners
- Reliable support of operational activities, events, reconciliations, and financial processes

We offer:

Compensation 12k - 14k EUR gross annually

Other benefits as per Company guidline

## Role Requirements

Division
DIV_IM
Business Unit
Sales
Location
LOC_LV
Site
Latvia
Company / Legal Entity
LV01 (FCRS = LV001) SIA Baltics, Latvia
Functional Area
FCT_OT
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
Apply to Job

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