NOVARTIS

Senior Specialist - Training Coordinator

Job ID
REQ-10089716
Oct 21, 2026
LOC_ES

About the Role

Major Accountabilities

- Develop and maintain engaging learning content, training materials, and support resources for enterprise digital tools, including Microsoft 365, SharePoint, AI-enabled solutions, and emerging technologies.
- Deliver virtual training sessions, workshops, and tool demonstrations to drive user adoption and digital proficiency.
- Collaborate with project managers to track deliverables, monitor progress, and ensure timely execution of learning and enablement initiatives.
- Create, update, and manage process documentation, user guides, standard operating procedures, and knowledge resources.
- Support learning analytics and reporting by ensuring training data, LMS records, and performance metrics are accurate and actionable.
- Design and produce digital learning assets, including eLearning modules, instructional videos, tutorials, and multimedia content using tools such as Camtasia.
- Build, maintain, and enhance SharePoint-based learning portals, knowledge hubs, and digital learning environments.
- Develop tailored learning journeys and adoption programs based on stakeholder requirements, user feedback, business priorities, and technology adoption goals.

Minimum Requirements

- Bachelor’s degree in Instructional Design, Education, Learning & Development, Communications, Information Systems, or a related discipline.
- Minimum 5 years of experience in learning content development, training delivery, digital enablement, or learning and development within complex organizations.
- Strong ability to work effectively in fast-paced environments with changing priorities, multiple stakeholders, and ambiguous requirements.
- Hands-on expertise with Microsoft 365 applications, including SharePoint administration/content management and virtual facilitation through Microsoft Teams.
- Proven experience creating eLearning content, training videos, and digital learning materials using Camtasia or similar authoring tools.
- Excellent communication, presentation, stakeholder management, and problem-solving skills with the ability to explain technical concepts clearly.
- Experience delivering virtual training programs and facilitating engaging learning experiences for diverse audiences.
- Strong analytical and instructional design capabilities, with the ability to translate business needs, user feedback, and adoption data into effective learning solutions.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Expected Annual Base Salary Range for role: €41,900.00 to €77,700

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:
https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity & Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Role Requirements

Primary location salary range
€41,900.00 - €77,700.00
Division
DIV_TO
Business Unit
General Management
Location
LOC_ES
Site
Barcelona Gran Vía
Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.
Functional Area
FCT_IT
Job Type
Full time
Employment Type
Regular
Shift Work
No
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