

# Submission Coordinator

Job ID  
REQ-10046447  
Mar 28, 2025  
Canada

## Summary

Location: Montreal, #LI-Hybrid

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

About the role:

Are you passionate about ensuring that patients have timely access to the healthcare they need? Join Novartis as Submission Coordinator in Canada and ensure timely and broad access to Novartis products for patients across public and private formularies.

This role will work directly with the Health Economics and Outcomes Research team and reports to the Director of Health Economics and Outcomes Research.

## About the Role

### Key responsibilities:

- Coordinating, organizing and submitting reimbursement dossiers to public and private payers, accurately and on time.
- Supporting the optimization of current processes and/or introduction of new or modified processes and/ or streamlining of processes, as needed.
- Quality control (QC) checking / proof reading of assigned documents, as needed.
- Informing, advising and supporting Value and Access department on processes, guidelines and services that are specific to the Value and Access.
- Developing, supporting and providing input for deliverables aligned with HEOR and access requirements, as needed.
- Maintaining audit, SOP and training compliance.

### What you'll bring to the role:

#### Essential:

- 1+ years experience in pharmaceutical/ biotech/ life sciences industry
- Strong organizational, analytical, communication skills (verbal / written)

#### Desirable:

- Bilingual, French and English preferred.
- Experience in the HEOR / HTA environment in Canada

**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>

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**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

International

Business Unit

Innovative Medicines

Location

Canada

Site

Montreal

Company / Legal Entity

CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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

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*coordinator*

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