

Medical Affairs Trainee

Job ID

REQ-10054250

Jun 06, 2025

Latvia

Summary

We are seeking a detail-oriented and motivated Medical Affairs Trainee to join our team and begin a pathway to get to know Medical organization in Novartis. This entry-level role is intended to grant foundational experience in Medical Affairs while primarily focusing on internal administrative tasks within a dynamic pharmaceutical environment. The trainee will play a critical role in supporting internal processes, ensuring operational excellence, and will get hands-on experience in medical strategy, compliance, and collaboration with cross-functional teams such as research and development, marketing, regulatory affairs, and clinical operations.

About the Role

Key Responsibilities:

- **Administrative Support:** Assist the Medical Affairs team with documentation, project tracking, and timely completion of internal administrative tasks to ensure workflow efficiency (e.g., scheduling meetings, organizing resources, data entry, or updating trackers).
- **Medical Content Management:** Support the preparation and consolidation of scientific materials, including slide decks, reports, and literature reviews, in collaboration with cross-functional teams.
- **Database & Systems Management:** Maintain and update databases and systems, medical inquiry logs, compliance documentation, and scientific evidence repositories.
- **Information Dissemination:** Help distribute scientific and medical resources to internal teams, ensuring alignment with company policies and local regulations.
- **Compliance & Document Review:** Ensure adherence to company policies, ethical standards, and regulatory requirements when handling internal documents, medical inquiries, and promotional/non-promotional materials.
- **Cross-functional Collaboration:** Work closely with departments such as Regulatory Affairs, Value&Access, Marketing, and Sales to ensure that medical activities complement broader organizational goals.

Skills and Qualifications:

- Bachelor's degree in Life Sciences (e.g., biology, pharmacy, medicine) is required;
- Prior pharmaceutical industry experience is considered as advantage
- Strong organizational skills with attention to detail and commitment to quality.
- Ability to handle repetitive administrative tasks efficiently without compromising accuracy.
- Familiarity with scientific and medical terminology; willingness to continuously learn about therapeutic areas and clinical practices.
- Proficiency in Microsoft Office Suite (e.g., Excel, Word, PowerPoint) and familiarity with tools such as

PubMed or medical databases is advantageous.

- Strong analytical skills to assist with the interpretation of medical literature.
- Demonstrated ability to work effectively as part of a team in a culturally sensitive, small-country environment.

Language:

- Excellent written and verbal communication skills in both local language and English.

Opportunities for Growth:

The Medical Affairs Trainee role is designed to be a steppingstone toward external-facing responsibilities as a future Medical Science Liaison within the organization. Trainees will have access to learning opportunities such as:

- Training on engaging with healthcare community.
- Professional development programs in therapeutic knowledge, clinical trials, and communication skills.
- Exposure to Medical Affairs operations in a global pharmaceutical organization.
- Mentorship from senior members of the Medical Affairs teams.

Key Performance Indicators

(Indicate how performance for this role will be measured)

- Works within Ethics and Compliance policies
- On-time high-quality activity execution

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Division

US

Business Unit

Innovative Medicines

Location

Latvia

Site

Latvia
Company / Legal Entity
LV01 (FCRS = LV001) SIA Baltics, Latvia
Alternative Location 1
Lithuania, Lithuania
Functional Area
Others
Job Type
Full time
Employment Type
Early Career (Fixed Term)
Shift Work
No
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