

# Promotion Submission Specialist

Job ID  
REQ-10056207  
Jun 26, 2025  
India

## Summary

The Promotion Submission Specialist works with some independence under limited supervision to prepare and submit promotional material submissions to the Office of Prescription Drug Promotion (OPDP).

## About the Role

**Location – Hyderabad #LI Hybrid**

### Major Responsibilities:

- Responsible for the preparation and paper and/or electronic submission of promotional materials at time of first use.
- Responsible for the preparation and paper and/or electronic submission of other promotional materials, including requests for advisory comments and pre-submission of promotional materials for products under accelerated approval.
- Proficient with the electronic review system for promotional materials to perform assigned submission tasks.
- Assists in the development, implementation, and maintenance of administrative procedures, working practice documents, and SOPs relevant to the submission of promotional materials.
- Remain current on FDA regulations and guidance, legal requirements, and Novartis document standards relating to the preparation and submission of promotional materials.
- Responsible for prioritizing and tracking promotional submissions, including managing daily workload.

Interfaces with Regulatory Advertising and Promotion Reviewers, DRA Ops, especially publishers, IT, CA&PE, Brand Marketing, and Ethics and Compliance.

### Minimum Requirements:

- BS Degree or equivalent in education and/or experience preferred. 1-2 years pharmaceutical experience preferred.
- A working knowledge of the PC desktop environment and the Microsoft suite of products.
- Experience with Adobe Acrobat and other operating submissions systems.
- Speed and flexibility focused on the timely delivery of quality submissions.
- Ability to plan and prioritize workload. Ability to learn new systems/programs.

- Analytical and problem-solving skills associated with document reviews and inquiries.
- Effective communication and interpersonal skills with the ability to interact with individuals at various levels of the organization. Highly motivated and a self-starter.

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**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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Division

Finance

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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