

PSP Specialist (Fixed Term contractor)

Job ID
REQ-10050514
May 08, 2025
South Korea

Summary

- To specialize in a field of communications and provide quality support on specific communication areas
- Contract Period: 1 year 4 months

About the Role

Major accountabilities:

- Plan, design, and manage Patient Support Programs (PSPs) from start to finish
- Coordinate with internal teams for smooth PSP operations.
- Obtain necessary approvals and maintain accurate program records in Patient oriented program.
- Manage External Service Providers and program status including contracts, training, and quality checks.
- Support data collection and ensure monitoring activities (such as AE Reconciliation and Source Data Verification) are completed on time.
- Monitor program progress, resolve issues quickly, and ensure compliance with laws and company policies.
- Work closely with Pharmacovigilance teams to manage performance, address non-compliance, and implement corrective actions.
- Maintain clear program documentation and ensure proper filing and record-keeping.
- Manage vendor performance and financial/legal processes, including contracts, payments, and quality checks.
- Regularly update internal stakeholders on program status and outcomes.
- Ensure timely reporting of any adverse events or technical complaints according to procedures.

Key performance indicators:

- Number of managing PSPs
- Level and quality of contributions to PSPs
- Communicate with all stakeholders in a timely and proper manner
- Delivery of high performance as agreed in timelines, quality and compliance by ensuring adherence to

international and local regulations and Novartis SOP standards.

Minimum Requirements:

- Graduated 4-year university

Work Experience:

- Pharmaceutical Industry experience an advantage
- Good communication and interpersonal skills
- Excellent organizational skills
- Appropriate computer skills
- Artistic and creative abilities with an eye for detail
- Good understanding of relevant local laws and regulations

Languages :

- English
- Korean

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>

Commitment to Diversity and Inclusion:

Novartis is an Equal Opportunity Employer and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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

South Korea
Site
Seoul
Company / Legal Entity
KR01 (FCRS = KR001) Novartis Korea Limited
Functional Area
Communications & Public Affairs
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
[Apply to Job](#)

Novartis are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Job ID
REQ-10050514

PSP Specialist (Fixed Term contractor)

[Apply to Job](#)

Source URL: <https://prod1.novartis.com/us-en/careers/career-search/job/details/req-10050514-psp-specialist-fixed-term-contractor>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Seoul/PSP-Specialist--Fixed-Term-contractor-_REQ-10050514-1
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Seoul/PSP-Specialist--Fixed-Term-contractor-_REQ-10050514-1