

# Knowledge Management Specialist

Job ID  
REQ-10006265  
May 09, 2024  
India

## Summary

The KM specialist works closely with the Knowledge managers, KM leads and the business SPOCs to curate, capture, manage and maintain knowledge in NKC Knowledge management solutions. In this role the associate will execute adoption and solution improvement to support the needs of the business. The Knowledge specialist must be able to listen to and understand stakeholder needs, communicate clearly and to manage expectations.

## About the Role

### Knowledge Management Specialist

**Location – Hyderabad #LI Hybrid**

#### About the Role:

- **KM solution delivery and maintenance: Supervise completeness of metadata and facilitate its enrichment by collaborating with Knowledge managers.**
- **Monitor, analyze and report on KM solutions, identify risks and issues and drive corrective actions based on usage and adoption with the partners.**
- **Knowledge architecture: understand and maintain knowledge content organization within solutions (e.g. knowledge pages, “zones”, menus, taxonomies)**
- **Knowledge capture: request / receive, upload, tag, coordinate and regularly review content.**
- **Knowledge curation: identify and coordinate content to meet**

**specific business needs.**

- **Support Knowledge leads in consulting across Novartis business units when knowledge management expertise is needed.**
- **Propose and utilize knowledge of content management and search optimization methods to reinforce standards to achieve intuitive navigation and enhance search results within NKC driven solutions.**
- 

### **Commitment to Diversity & Inclusion: :**

**We are committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.**

### **Essential Requirements:**

- **Bachelor's degree in business management/information science/Knowledge Management or related. Master's degree a plus.**
- **5+ years of experience with business consulting, knowledge management**

### **Desirable Requirements:**

- **Experience working in multinational, multicultural environments required.**
- **Experience with information, knowledge and/or content management systems, DAM systems, metadata, taxonomies, and databases.**

**Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued**

**and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>**

**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>**

**Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.**

**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>

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

Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
[Apply to Job](#)

## **Accessibility and accommodation**

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.

**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>

## **EEO Statement :**

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.Learn about our business, strategy and performance in 2023, and how we create sustainable value for stakeholders and society.

Job ID  
REQ-10006265

## Knowledge Management Specialist

[Apply to Job](#)

---

**Source URL:** <https://qa1.novartis.de/careers/career-search/job/details/req-10006265-knowledge-management-specialist>

### 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://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Knowledge-Management-Specialist\\_REQ-10006265](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Knowledge-Management-Specialist_REQ-10006265)
5. <mailto:diversityandincl.india@novartis.com>
6. <https://talentnetwork.novartis.com/network>
7. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Hyderabad-Office/Knowledge-Management-Specialist\\_REQ-10006265](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Knowledge-Management-Specialist_REQ-10006265)