

## Project Manager, Tagging and Social Media Management

Job ID  
REQ-10049897

5月 11, 2025

India

### 摘要

The Project Manager for the Tagging and Social Media Management team will be responsible for the strategic planning, execution, and delivery of projects within the MODE organization. This role involves guiding tagging and social media management teams, managing resources, and maintaining stakeholder relationships to ensure project success.

The role will be a key operational team member focused to work closely with cross-functional teams, such as platform team, Brands, AoR Partners, Media team, and other business stakeholders, to ensure the timely delivery of quality solutions for their channels / tactics. The ideal candidate possesses strong leadership and communication skills, coupled with a proven track record in project management methodologies.

### About the Role

Major accountabilities:

- Project Management - Oversee all aspects of project execution from initiation to closure, ensuring projects are completed on time as per SLA. Develop detailed project plans and timelines; Monitor project progress, identify risks, and implement mitigation strategies.
- Foster effective collaboration across various departments and teams. Facilitate communication between cross-functional teams; Promote teamwork and integration; Resolve inter-departmental conflicts and challenges. Manage relationships with key stakeholders, ensuring their expectations are met and their input is integrated into project plans and execution. Communicate project updates and progress; Gather and address stakeholder feedback.
- Approach project challenges with a proactive and innovative mindset, focusing on finding effective solutions to ensure project success. Identify potential issues and solve them efficiently; Implement best practices; Encourage problem-solving culture within the project team. Plan and organize sprints to incrementally achieve project deliverable, ensuring timely delivery of tasks.
- Allocate resources and tasks; Monitor sprint progress and make necessary adjustments. Maintain and utilize scrum boards to track project progress and facilitate agile project management. Ensure transparency and visibility of tasks; Use scrum boards to manage workloads and deadlines. Effectively use Jira for tracking project tasks, managing workflows, and reporting progress.
- Configure and maintain Jira dashboards; Manage task assignments and progress tracking; Generate Jira reports for status updates. Deliver clear and compelling presentations to communicate project status, progress, and outcomes to stakeholders and team members. Prepare and present project updates; Use visual aids and data effectively; Tailor presentations to the audience's needs.
- Direct and mentor project team members; Define and enforce governance standards; Manage deliverable and change management calls. Possess a deep understanding of marketing processes to effectively support and manage campaign tagging and social media management initiatives is a plus.
- Exhibit proficiency in English (both written and verbal) to facilitate clear and effective communication across diverse teams and regions.

#### Minimum Requirements:

##### Education

- Bachelor ' s degree in business administration or engineering, Computer Science, or a related field.
- Certifications
- Project Management Professional (PMP) certification or equivalent.
- Certified ScrumMaster (CSM) or equivalent Agile certification.
- Other relevant certifications such as PRINCE2, PMI Agile Certified Practitioner (PMI-ACP), or Certified Associate in Project Management (CAPM).

##### Work Experience:

- Candidate must have at least 7+ years ' experience in project management roles, demonstrating success in managing projects from initiation to completion within scope, time, and manage resources effectively.
- Experience in managing Campaign tagging operations and process Experience in both

traditional and Agile project management methodologies. Experience with project management software tools like MS Project, Jira, Trello or similar platforms.

- Experience managing cross-functional teams and stakeholder relationships. Excellent analytical, problem-solving, negotiation and interpersonal skills. Proficient in project management methodologies, such as Scrum, Agile or Waterfall, and utilizing project management tools.
- Demonstrated ability to effectively prioritize and manage multiple projects simultaneously, while meeting deadlines. Experience in working with various stakeholders, managing expectations, and delivery.
- Excellent cross-functional skills with the ability to work and lead a cross-functional team. Strong process/project management skills. Excellent presentation, interpersonal, verbal and written communication skills with aptitude in fostering long-term relationships.

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Business Unit  
Universal Hierarchy Node

地点  
India

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Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Technology Transformation

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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