

Manager - Marketing Operation Delivery & Enablement

Job ID
REQ-10051168

5月 12, 2025

USA

摘要

The Manager will be a key operational team member focused on managing creative AoR scope, agency relationship, creative & production deliverables, finance operation for assigned brands/TA and lead/direct multi-location team members to achieve operational excellence at scale through stronger governance, practice consistent standards and effectively collaborate with internal cross functional stakeholders and external agency partners.

The team member will closely collaborate with marketing strategy, finance, procurement, demand, agency management, customer experience planning team, agency stakeholders and ensure scope operational timelines, delivery execution timelines, process and standards are being consistently practiced. The team member will lead tactical plan reviews/approvals and maximize cost efficiency. Monitor & track agency monthly submissions, oversee the budget utilization, delivery execution and drive adoption & adherence.

About the Role

Key Responsibilities:

- Manage and monitoring agency spend in the demand management platform and drive consistent inputs across the agency as per the established standards, process and timelines
- Collaborate with Demand Management, Customer experience planning team to align on annual plan submission timelines and drive agency adherence with well-defined communication plan
- Work closely with the hub locations and manage the day-to-day team execution.
- Critical evaluate and lead tactical plan reviews and approvals to ensure alignment with strategic objectives and delivery catalogs.
- Oversee day-to-day financial, delivery operations of their brands, including monthly projections, invoice resolution, and spend tracking, while partnering closely with the Finance Team on forecasting, phasing, and approvals.
- Create delivery, agency spend KPI frameworks/metrics to measure and monitor the trend and suggest recommendations
- Lead monthly finance, delivery status meetings with the marketing strategist, finance team, and agency as per established governance model
- Prepare weekly/monthly brand specific utilization vs budgets vs deviations reports, including variance analysis to annual budget and reforecasts for Management
- Oversee and support SOW submission in demand, SAP, Mercury and generate PO
- Manage new vendor onboarding process in collaboration with procurement and agency management lead

Essential Requirements:

Education: Bachelor ' s degree in related field is required

Work Experience:

- Candidate must have at least 5+ years ' experience in a finance or operational role demonstrating strong technical and analytical skills and a track record of success working in a team-based environment
- Proven experience in budget management, agency collaboration, agency delivery management, cost benefit analysis and financial systems.
- Excellent analytical, problem-solving, negotiation and interpersonal skills.
- Proficiency in MS Office, demand management tools and financial reporting tools.
- Proven ability to understand the marketing execution landscape with detailed understanding of marketing deliverables
- Proficiency in program/ multi-project management, governance and decision-making,
- Excellent cross-functional skills with the ability to work and lead a cross-functional team in a matrix environment across the globe. Strong process/project management skills.
- Excellent presentation, interpersonal, verbal and written communication skills with aptitude in fostering long-term relationships

The pay range for this position at commencement of employment is expected to be between \$103,600.00 and \$192,400.00 a year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation

package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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US

Business Unit
Universal Hierarchy Node

地点
USA

状态
New Jersey

站点
East Hanover

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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