

Channel Governance Program Manager

Job ID
REQ-10054948

7月 25, 2025

Mexico

摘要

Oversee evergreen program management for digital program content accuracy and approval, ensuring all changes are implemented and orchestrated in alignment with approved processes and archived for appropriate discoverability.

About the Role

#LI-Hybrid
Location: Mexico City

This role is based in Mexico City, Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities

- Execution: Execute content standards administration for in-market content experiences that ensure compliance, quality, and transparency under leadership of US Web Channel Governance Lead
- Content Change Administration: Oversee Privacy, Digital Trust, and Cost Transparency publishing cycles, change impact analysis, stakeholder alignment, publishing, and archiving assets in accordance with defined processes
- Optimization: Provide inputs to optimize ways of working, partnering closely with the Documentation Specialist and Business Analyst to ensure clarity and business continuity
- Subject Matter Expert: Act as SME to Process Effectiveness & Compliance and MarTech Content Enablement teams, crafting user stories to optimize channel-specific automation
- Project Manager: Manage special projects, task forces, and initiatives aligned to the Web/Digital Trust or other related roadmap, driving efficient decision making, execution, and trust across stakeholders

Education

- Bachelor ' s degree
- Advanced English proficiency

Experience

- Experience using standard project-planning and data analysis tools, including Excel, PowerBI, MS Project, Visio, Miro, and/or relevant equivalents

Skills & Qualifications

- Project Management and Scrum Certifications idea
- Mastery of MAP/FUSE and channel-related run state processes
- Experience using standard project-planning and data analysis tools, including Excel, PowerBI, MS Project, Visio, Miro, and/or relevant equivalents
- Entrepreneurial, curious, detail oriented, organized
- EST working hours; English language fluency
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

Commitment to Inclusion

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

Novartis is committed to work with and provide 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 tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

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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>

部门
US

Business Unit
Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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