

Content Standards Administrator

Job ID
REQ-10054952

7月 25, 2025

Mexico

摘要

At Novartis, we believe that clear, consistent, and high-quality content is essential to delivering impactful experiences for our associates and patients. As a Content Standards Administrator, you will play a key role in building and maintaining a robust library of reusable channel templates and specifications that power our digital and print communications in a content factory model .

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

- **Content Library Management:** Under the direction of the US Content Standards Lead, build, organize, maintain, and sunset a comprehensive library of reusable templates, ensuring easy discoverability and compliance
- **Standards Development:** Collaborate with content strategists, designers, and compliance partners to define and document content standards, templates, and guidelines that align with Novartis' brand and regulatory requirements.
- **Tactical Specifications:** Write clear, actionable execution specifications for content creators and designers, supporting seamless implementation in FIGMA and other design tools.
- **Quality Assurance:** Review content assets for consistency, accuracy, and compliance with both internal standards and pharmaceutical industry regulations.
- **Continuous Improvement:** Gather feedback from product teams, monitor usage patterns, and recommend enhancements to the content library and standards.
- **Subject Matter Expert:** Provide guidance and onboarding for teams using the content library, promoting best practices and efficient reuse, and integrating standards with Content Authoring Tools
- **Collaboration:** Support Experience Design, Communications, Regulatory, Legal, and IT requirements gathering and implementation to ensure content solutions are scalable, compliant, and user-friendly.

Education

- Bachelor's degree
- Advanced English proficiency

Experience

- Experience in content strategy, communications, design systems, or a related field.

Skills & Qualifications

- Familiarity with content management, design systems, or digital asset libraries.
- Working knowledge of FIGMA and content authoring tools
- Understanding of pharmaceutical industry requirements, including compliance and US regulatory standards.

- Strong written communication skills, with the ability to create clear, actionable documentation.
- Detail-oriented, organized, and able to manage multiple priorities in a dynamic environment.
- Collaborative mindset and eagerness to learn from others.
- 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>

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>

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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