

Manager, Compliance & Risk Operations

Job ID
REQ-10054959

6月 23, 2025

Mexico

摘要

The Manager, Compliance & Risk Ops role supports the US Audit Readiness Lead with operational work critical to the Audit & Monitoring processes. They will be responsible for independently assessing escalated issues, communicating key information to the HYD Compliance Team Lead & US Audit Readiness Lead, and leading appropriate next steps based on scenario and stakeholder feedback.

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.

The Manager, Compliance & Risk Operations role supports the US Audit Readiness Lead with operational work critical to the Audit & Monitoring processes. They will be responsible for independently assessing escalated issues, communicating key information to the HYD Compliance Team Lead & US Audit Readiness Lead, and leading appropriate next steps based on scenario and stakeholder feedback.

Key responsibilities:

- Serve as first escalation point for Hyderabad Audit Readiness Team, providing tactical support, next steps, and ensuring quality of deliverables
- Collaborate with US Audit Readiness Lead on preparing reports, providing trend analysis, and discussing findings with regulatory/compliance advisors and other stakeholders
- Validate proper documentation and execution of observation log management, to ensure most up-to-date and accurate information is captured
- Oversight and assurance of consistent per process day-to-day activities and responsibilities of audit readiness by team members - inclusive of monitoring daily email communications & meeting minutes
- Support audit readiness projects such as building audit dashboards, optimizations to team-related processes and systems, and the management and resolution of audit readiness anomalies
- Proficiency to perform all audit readiness activities and cover for other team members, as required: Monitoring various dashboards, cadenced in-channel monitoring, proactive audit readiness approach oversight, maintenance of documentation, and readout to various stakeholders in a timely and efficient manner

Essential Requirements:

- Bachelors Degree from an accredited University
- Preferred: Masters or Doctorate specializing in Law, Compliance, Pharmacy, or Health Administration
- 2+ Years supporting Compliance or Audit in the Life Sciences industry
- Strong understanding of US Compliance & Regulatory laws and processes
- Knowledge of the US Materials Approval Process and its role in maintaining compliance and auditability
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration skills.
- Pro-active in handling complex situations & problems
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Proficiency in marketing automation tools and analytics platforms.
- Understanding the complexity of integrated working in a matrix and geographically dispersed environment.
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.

Skills Desired

- Compliance Management
- Compliance Risk, Risk
- Risk Management
- Regulatory reports
- Leadership
- Business Networking
- Operational Risk
- Operational Risk Management
- Senior Management
- Software Frameworks

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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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