

Web Delivery Manager

Job ID
REQ-10055243

7月 18, 2025

Mexico

摘要

The Web Delivery Manager will ensure that web content is following the content specifications and will involve the corresponding team to complete design, web tagging, site provisioning, cookie consent, SEO recommendations, SERM, and SEO schema implementation, and will integrate forms with SFMC. Additionally, he/she will understand medical, legal, and regulatory approvals to ensure compliance and proper approval.

About the Role

LI-Hybrid

Location: Mexico

Relocation Support: This role is based in Mexico. Novartis is unable to offer relocation support:

please only apply if accessible.

Key Responsibilities

- Strong capabilities in project management, specifically in time management, stakeholders' management and leading without authority Content Management
- Understand approvals workflow (FUSE, MLR)
- Organize and coordinate the teams to incorporate forms, integrating with SFMC/Databases
- Coordinate with IT, site provision and domain definition
- Coordinate with CX, domain definition and records/info needed for internal registration
- Basic knowledge of CMS platforms such as Drupal, Adobe Experience Manager.
- Basic knowledge of content authoring process
- Manage relationships with stakeholders and lead projects without direct authority.
- Provide strategic insight and creative inspiration to the team to execute their tasks without causing any delay
- Review intake forms and provide feedback to ensure alignment with business needs
- Coordinate and review the master timeline created by external agencies and content owners to allocate resources for design and authoring, providing inputs about best practices and latest features
- Work closely with the Program Manager to share backlog requests of new features, and communicate bugs to the Product Team promptly
- Keep constant communication with the Delivery Enablement team to coordinate the next steps and risks
- Assist and support BAs, Content Authors and Designers in scoping and managing timelines and processes
- Highlight potential risks proactively, indicating possible scenarios to mitigate the risk

Essential Requirements

- Bachelor's degree in web development, computer science, marketing, or related fields.
- Advanced degree in a relevant area is a plus.
- Proficiency in Project Management/Program Management

- Approximately 10-12 years' experience in advertising agencies
- Experience working and collaborating in complex matrix environments
- Familiarity with medical, legal, and regulatory approvals.
- Familiarity with US marketing processes
- Experience working with CMS platforms such as Drupal, Adobe Experience Manager, or similar platforms, mainly in advertising agencies is a plus

Skills & Qualifications

- Ability to manage concurrent projects and deliver work from concept through completion.
- Excellent problem-solving skills and active listening skills.
- Understanding of production principles for marketing campaigns, videos, photoshoot
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.
- Strong English proficiency

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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部门
US

Business Unit

Universal Hierarchy Node

地点
Mexico

站点
INSURGENTES

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

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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