

Content Reference Librarian specialist

Job ID
REQ-10055253

6月 23, 2025

Mexico

摘要

Drive and monitor Material Approvals Process (MAP) in support of the business, operational, and compliance obligations, executing on critical tasks to advance in-process commercial asset review activities. Works across an agile team to support various brands/indications depending upon the current business objectives. Focus on ensuring progress from Initiation, through final content approval, and lifecycle management of promotional and non-promotional assets through collaboration with commercial, CAPEs, Content Compliance Managers (CCMs), Medical, Legal, Regulatory and Editorial stakeholders. Ensures all business deadlines are met, and assets progress efficiently through the process

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

- **Schedule and Team Coordination:** Update and maintain the MAP meeting schedules, and Marketing Implementation Support Team (MIST) meeting schedules and agendas as requested. Ensure the MAP Master Teams List is regularly updated as needed, keeping all team details accurate and up to date. Maintain Marketing Strategy SPOCs Contact List for CAPEs use in IMST and the SPOC Representative Contact List for CCMs use with MAP Forecast collection.
- **Automation and Process Support:** Support role automation by maintaining and updating the Global Fuse Services, (GFS) grid, ensuring alignment with the MAP Master Teams List.
- **Editorial Communication and Reporting:** Manage Editorial Late-Night Coverage by promptly communicating (4PM EST) and distributing materials, as needed, per established guidelines. Run and publish Editorial Hot Sheets in FUSE daily by 10:00 AM EST for all brands, including promotional and non-promotional.
- **Launch and Label Update Trackers, Status Updates, and Withdrawals:** Track progress and update Launch Tracker status as needed. Work with CCM and Lifecycle Manager on Master Grid for Label Updates, setting teams up for timely status updates and compliant withdraw from the DAM.
- **Job Reassignment and Reporting:** Reassign jobs in FUSE based on updates from CMMs and/or CAPEs. Additionally, run reports requested by CCMs to support team needs and operations.
- **Reference Librarian:** Checks copyright usage for all references introduced for use, based on guidelines provided, currently utilizing Article Galaxy system.
- **Maintain Marketing Strategy SPOCs Contact List for CAPE utilization in IMST and SPOC representative list for CCM use in MAP Forecast collection**

Education

- Bachelor ' s degree in Administration, Marketing or related areas.
- Advanced English proficiency

Experience

- 2+ years ' experience in either of the following: advertising, marketing, communications management in a matrixed, dynamic organization
- Ability to become a competent APRIMO system Super User and user of Rights Management system (Article Galaxy)

- Strong organization skills and attention to details
- Excellent verbal and written communication skills
- Collaboration skills / Proficient in Microsoft 365
- Experience working under continual deadline constraints with demonstrated ability to juggle multiple quick-term projects and changing priorities

Skills

- Working knowledge of Health Authority (US Food & Drug Administration) and Pharmaceutical regulatory and compliance guidelines on advertising and promotion, including promotional approval processes (MLR, PRC, MAP)
- Critical thought, able to optimize and enhance processes and protocols to drive efficiency
- Ability to operate under, and apply, Agile Methodology
- Proficiency in computer applications, including Microsoft Office, Especially Excel
- Understanding of Medical, Legal, and Regulatory (MLR) process and systems, including but not limited to Aprimo Marketing Cloud or similar DAM/workflow, or Veeva PromoMats, and/or other channel execution applications; Drupal, SFMC a plus
- Exceptional facilitation skills to drive consensus quickly in a progressive, change intensive environment
- Strong project and process management; escalating risks appropriately
- Results-oriented ability to deliver under tight deadlines
- 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 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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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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