

Associate Manager - Web Content Authoring

Job ID
REQ-10055394

7月 25, 2025

Mexico

摘要

Within CAST, the Web Centralized Design and Authoring team is responsible for centralizing and delivering web services to our brands. The Business Analyst will support the execution of web projects within various CMS platforms (Drupal, Nutanix, Adobe Experience Manager).

Content Author will translate the design from Figma to the template available in the CMS (Drupal, Adobe Experience, etc.), as well as implementing settings for color 's palette, Fonts, integrations, SEO, GTM, Cookie Consent Management and the creation of pages, gateways and multi-indication websites.

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

- Proficiency in CMS platforms such as Drupal, Adobe Experience Manager, and Nutanix
- Good knowledge in frontend CMS
- Author, edit, and organize content within CMS platforms.
- High level understanding of approvals workflow (FUSE, MLR)
- Review site provisioning process
- Assist and work closely with Designers in scoping and managing timelines and processes related to assembly
- Highlight potential platform restrictions with Design team to avoid inconsistencies
- Ensure deliverables are accurate, complete, and of a high standard of quality.
- Comply with recognized standards, practices, and regulatory requirements.
- Check the latest trends in technology and CMS to provide insights of the content authoring process
- Continuous improvement of the templates, providing insights and testing for the Design System
- Make suggestions to improve design system and frontend development

Education

- Bachelor ' s degree in web development, computer science,marketing, or related fields.
- Training in any CMS highly desirable.
- Advanced English proficiency

Experience:

- Approximately 4-5 years ' experience in CMS authoring
- Experience in web development and content management
- Experience working with CMS platforms such as Drupal, Adobe Experience Manager, or similar platforms
- Knowledge of website hosting structure, SEO, SERM, SEO schema, website design, SFMC integration, embedded content

Skills & Qualifications

- Knowledge in HTML, CSS, and JavaScript.
- Knowledge in content authoring, editing, and organizing skills within CMS platforms.
- Ability to manage concurrent projects
- Excellent problem-solving skills
- 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>

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

[Apply to Job](#)

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.



Job ID
REQ-10055394

Associate Manager - Web Content Authoring

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10055394-associate-manager-web-content-authoring-es-es>

List of links present in page

1. <mailto:tas.mexico@novartis.com>
2. <https://www.novartis.com/about/strategy/people-and-culture>

3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://novartis.wd3.myworkdayjobs.com/es/NovartisCareers/job/INSURGENTES/Web-DeveloperREQ-10055394>
6. <mailto:tas.mexico@novartis.com>
7. <https://novartis.wd3.myworkdayjobs.com/es/NovartisCareers/job/INSURGENTES/Web-DeveloperREQ-10055394>