

## Associate Manager, Web Operations

Job ID  
REQ-10061439

9月 11, 2025

India

### 摘要

Within CAST, the Web Centralized Design and Authoring team is responsible for centralizing and delivering web services to our brands. The Associate Manager, Web Operations will support the execution of web projects within various CMS platforms (Drupal, Nutanix, Adobe Experience Manager) and coordinate closely with the Web Delivery and Manager-level leads. This role will help gather and understand business requirements, assist in translating them into platform features, and provide operational support for the smooth delivery of projects within the WCDA realm.

### About the Role

Location - Hyderabad #LI Hybrid

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#### Key Responsibilities:

- Support the execution of activities in CMS platforms such as Drupal, Adobe Experience Manager, and Nutanix.
- Assist in authoring, editing, and organizing content in CMS platforms.
- Assist in coordination with content author teams to integrate forms, databases, SEO requirements, layouts, and marketing-driven features.
- Collaborate with IT for site provisioning and domain-related requirements.
- Coordinate with CX for domain definition and records/info management for internal registration purposes.
- Assist in gathering content and design-related requirements from various stakeholders.
- Support reviewing intake forms to ensure they align with business requirements.
- Collaborate with team leads to track and deliver backlog items, and log product bugs to appropriate teams.
- Maintain clear communication with designers and content authors regarding technical limitations and project changes.
- Support content authors and designers in scoping and managing smaller project timelines and processes.
- Identify and report potential risks and issues to the manager proactively.
- Ensure all work complies with recognized standards and policy requirements.

#### Essential Requirements:

- Bachelor ' s degree in web development, computer science, marketing, or related fields.
- Training or certification in Project Management is an advantage.
- Approximately 5-7 years ' experience in web operations, content management, or digital marketing, ideally in advertising agencies or similar environments.
- Experience working with CMS platforms such as Drupal, Adobe Experience Manager, or similar.
- Understanding of website hosting, SEO, SERM, SEO schema, website design, basic SFMC integration, and embedded content.
- Working knowledge of HTML, CSS, and JavaScript.
- Proficiency in basic content authoring, editing, and organizing content in CMS.
- Ability to support multiple projects and deliver assigned work accurately and on time.
- Strong problem-solving and communication skills.
- Willingness to learn and adapt to new-generation technologies and trends (Gen AI and Agentic AI knowledge is a plus).

#### Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

#### Accessibility and accommodation:

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部门  
US

Business Unit  
Universal Hierarchy Node

地点  
India

站点  
Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1  
Telangana, India

Functional Area  
Marketing

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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