

## MIST Support Manager (Digital Governance Support)

Job ID  
REQ-10063780

10月 01, 2025

Mexico

### 摘要

The MIST Support Manager is responsible for overseeing the internal communication, project management, scheduling and documentation within the MIST Team. The role requires effective management of meeting agendas, room booking, project tracking in aPrimo (FUSE) and supporting the agency partners/Content Owners.

### About the Role

Key Responsibilities / Major Accountabilities:

- Efficient preparation and distribution of MIST meeting agendas and recaps.
- Maintain up to date MIST Meeting Agenda on appropriate shared drive and MS Teams Channel.
- Handle MIST meeting/room booking calendar management.
- Maintain daily editorial prioritization grid.

- Manage MIST SharePoint including adjustment of meeting dates and managing out of office (OOO) calendar.
- Manage and track projects in aPrimo (FUSE) system.
- Send timely voting reminders to reviewers/Content Owners.
- Provide 1:1 aPrimo (FUSE) support to agency partners/Content Owners and handle universal template submissions in the agency role.

## Education

- Bachelor's Degree from an accredited University, or relevant work experience

## Experience

- Multiple years of demonstrated experience in managing projects, administrative support, interacting meaningfully with diverse and varied senior levels of an organization, with demonstrated professional presence, and ability to influence key stakeholders.

## Skills & Qualifications

- Exceptional communication and interpersonal skills for effective collaboration.
- Success in managing multiple projects simultaneously.
- Proven experience of working with diverse and varied senior levels of an organization.
- Detail-oriented with strong focus on delivery of time-sensitive tasks/projects.
- High level of organization and thoroughness.
- Skilled in utilizing Outlook/Teams Calendar.
- Expert user of aPrimo (FUSE) and Sharepoint with strong understanding of their functionalities.
- Ability to complete the SharePoint Test/Assessment, demonstrating proficiency.

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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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