

Commercial Operations Manager

Job ID REQ-10064832

10月 16, 2025

Greece

摘要

As part of the Commercial Operations team, the Associate will contribute to the effective and responsible implementation of tactical plans across the commercial organization. The role supports the coordination, tracking, and quality delivery of a wide range of activities, including market research, enterprise-wide initiatives, and participation in 3rd party events (e.g., congresses and symposia). In addition, the role is responsible for monitoring budget execution and supporting reconciliation processes to ensure accuracy, transparency, and compliance. By driving consistency, operational efficiency, and timely reporting, this position helps deliver measurable impact while promoting ethical responsibility – fully aligned with our Grow with Responsibility culture.

About the Role

Key Responsibilities

- Coordinate and support the execution of tactical activities, ensuring they are delivered on time, in scope, within budget and with measurable impact.
- Support the organization of 3rd party events as part of the tactical plan, ensuring alignment with enterprise priorities and compliance with all
 governance requirements.
- Monitor progress of tactical plans, track milestones, and flag risks or delays early to enable timely corrective actions.
- Track and report on budget utilization for tactical activities in close collaboration with Finance, preparing monthly variance reports (overspend/underspend) to ensure transparency and responsible execution.
- Prepare and consolidate reports for management on tactical plan execution, including both operational and financial performance.
- Ensure strict adherence to internal policies, compliance standards, and governance frameworks across all tactical activities.
- Collaborate cross-functionally with Marketing, Sales, Medical, and Finance to ensure tactical execution supports strategic and enterprise
 goals.
- Contribute to continuous improvement, sharing best practices and fostering a culture of accountability, efficiency, and ethical responsibility.

Qualifications & Experience

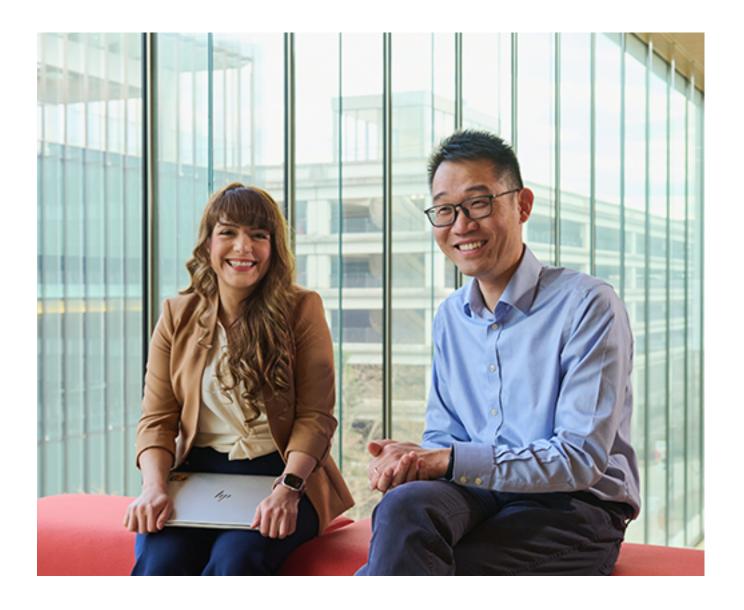
- Bachelor's degree in Business, Life Sciences, or related field.
- 2-4 years of experience in commercial operations, event management, or related functions in the pharmaceutical/healthcare industry.
- Strong organizational and project management skills, with the ability to manage multiple activities simultaneously.
- Experience in budget tracking and financial awareness.
- Excellent communication, collaboration and reporting skills.
- Attention to detail, accountability, and problem-solving mindset.
- Fluency in English (written and spoken).

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 International	
Business Unit Universal Hierarchy Node	
地点 Greece	
站点 Metamorfosis	
Company / Legal Entity GR11 (FCRS = GR001) Novartis Hellas	
Functional Area Marketing	
Job Type Full time	
Employment Type Regular	
Shift Work No	
Apply to Job	
Novartis is committed to building an outstanding, inclusive work environment and diverse tear representative of the patients and communities we serve.	ns'



Job ID REQ-10064832

Commercial Operations Manager

Apply to Job

Source URL:

https://www.novartis.com.cn/careers/career-search/job/details/req-10064832-commercial-operations-manager

List of links present in page

- 1. https://www.novartis.com/about/strategy/people-and-culture
- 2. https://talentnetwork.novartis.com/network
- 3. https://www.novartis.com/careers/benefits-rewards
- 4. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Metamorfosis/Commercial-Operations-ManagerREQ-10064832-1
- 5. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Metamorfosis/Commercial-Operations-ManagerREQ-10064832-1