

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).

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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

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