

Associate Director, Business Operations

Job ID
REQ-10088595

十月 08, 2026

USA

摘要

Job Title: Associate Director, Business Operations
#LI-Onsite
Location: Cambridge, MA, United States

Are you energized by solving complex business challenges and turning strategy into action? As Associate Director, Business Operations, you will play a pivotal role in shaping how a global leadership team delivers impact across scientific communications, operational excellence, financial stewardship, and strategic initiatives. This is a unique opportunity to work at the intersection of strategy, operations, technology, and innovation, helping teams focus on what matters most while building scalable solutions that accelerate performance. If you thrive in a fast-paced environment, enjoy influencing across functions, and are passionate about driving meaningful change, we would love to hear from you. Based on the headcount proposal, the role is intended to support business operations, financial management, scientific communications, congress planning, and broader organizational effectiveness initiatives.

About the Role

Key Responsibilities

- Lead strategic business operations initiatives across multiple organizational priorities.
- Drive operational excellence through scalable processes, governance, and continuous improvement.
- Partner with leadership on financial planning, forecasting, and budget management activities.
- Coordinate scientific communications, congress activities, and key stakeholder engagements.
- Develop executive-ready insights, presentations, and performance reporting for leadership teams.
- Identify opportunities to leverage technology and artificial intelligence to enhance operations.
- Foster collaboration across functions to deliver impactful business outcomes and organizational goals.

Essential Requirements

- Bachelor's degree in business, life sciences, healthcare, or a related discipline.
- Minimum of five (5) years of experience in business operations, strategy, project management, or organizational effectiveness.
- Demonstrated ability to influence stakeholders and lead complex cross-functional initiatives.
- Strong analytical, financial, and problem-solving capabilities.
- Excellent communication and executive presentation skills.
- Proven ability to manage multiple priorities in a fast-paced, matrixed environment.

Desirable Requirements

- Experience supporting global healthcare, pharmaceutical, biotechnology, or research organizations.
- Knowledge of digital transformation, automation, or artificial intelligence-enabled business processes.

138,600.00 - 257,400.00

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or call +1(877)395-2339 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>

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部门
Biomedical Research

Business Unit
Research

地点
USA

状态
Massachusetts

站点
Cambridge (USA)

Company / Legal Entity
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area
Research & Development

Job Type
Full time

Employment Type

Regular

Shift Work

No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6ac8b886225f6266265729", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }
```

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