

## Project Manager, Senior Manager

Job ID  
REQ-10049088

4月 15, 2025

Mexico

### 摘要

Provides program management and operational expertise to Medical Strategy Teams (MSTs), partnering with disease areas in the end-to-end planning process and continuous execution.

### About the Role

Responsibilities include:

- Program Management - Implements best-in-class program management tools and processes in the day-to-day practice across Medical Affairs MSTs. Provides continuous feedback from the execution/implementation to align best practices with business needs across Medical Teams.
- Strategy development - Facilitates/coordinates the process to define medical strategies and priorities at disease area/product level by bringing insights from the execution and delivery of tactics.
- Tactical planning - Partners with Medical Teams to lead the process of developing tactical plans aligned to strategies and priorities.

- Excellence in execution - Coordinates / tracks project milestones and overall programs ' progress. Provides project management support for selected tactics based on complexity and relevance for the overall program. Continuously evaluates to find improvement opportunities and improve strategic and tactical plans.
- Budget management - Drives the process for the creation of the annual budget at disease area/product level, and owns monthly budget updates and forecasts, ensuring minimal deviations vs target. Proactive evaluation and identification of risks/opportunities. Facilitates process to reprioritize and define mitigative actions.
- Stakeholder management & communications - Organizes and facilitates/drives meetings for strategic and tactical forums/cross-function teams. Engages with multiple stakeholders within Medical Affairs and across the organization.
- Knowledge management - Collecting content for annual strategic plans. Owns distribution of content and management of tools to ensure access to information and continuous communication for disease area teams.

#### Position Requirements

- Bachelor ' s degree in scientific field required; Advanced degree preferred.
  - PMP (Project Management Professional) Certification desirable.
  - 5-10 years in pharmaceutical industry (or similar area of work) with a proven record for managing and/or coordinating projects from start to completion.
  - Proven record of accomplishments that demonstrate strong strategic project management, analytical and multitasking skills.
  - Demonstrated track record of success and leadership skills working on multidisciplinary drug development teams in different phases of development in a complex matrix environment.
  - Experience managing and forecasting budgets.
  - Advanced user skills in project management tools, Excel, Word, PowerPoint.
  - Strong written, oral & presentation skills, with an ability to make professional and credible first impressions with internal and external customers.
  - High degree of organizational, analytical, and team management and leadership skills.
  - Ability to work on complex, multi-faceted projects.
- Excellent interpersonal communication and cross-functional collaboration skills.

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  
US

Business Unit  
Universal Hierarchy Node

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area  
BD&L & Strategic Planning

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.



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