

# Program Manager

Job ID  
REQ-10026830  
Nov 06, 2024  
Mexico

## Summary

The Novartis Program Manager is responsible for executing strategic business programs aimed at driving and enhancing financial performance. This role supports and collaborates with various functions on key product initiatives.

## About the Role

### Position Summary

The Novartis Program Manager is responsible for executing strategic business programs aimed at driving and enhancing financial performance. This role supports and collaborates with various functions on key product initiatives.

### Responsibilities:

- Lead and manage complex projects, ensuring timely and budget-conscious delivery.
- Act as a Program Manager for large teams, coordinating activities, and managing stakeholder communications.
- Ensure all projects achieve successful outcomes, with solutions designed and implemented according to agreed-upon methodologies.
- Manage project deliverables within the project's methodological framework, addressing risks as necessary.

### Business Design and Strategy:

- Assess stakeholders' current business models and identify areas for improvement.
- Develop and implement strategic initiatives.
- Generate strategic insights based on best-in-class analysis, supporting informed decisions by top leaders.
- Conduct in-depth analysis of business processes, identify pain points, and map initiatives for improvement.

### Cross-functional Collaboration:

- Work with multicultural teams across various functional departments
- Collaborate with remote teams and stakeholders in other regions to ensure alignment and achieve project goals.
- Engage with internal stakeholders, functional departments, IT, and third-party vendors to ensure project goals are met.

## Data and Process Analysis:

- Utilize data to generate insights and support decision-making.
- Conduct in-depth analysis of processes to identify pain points and map out areas for improvement.

## Change Management:

- Engage with stakeholders to ensure smooth transitions and adoption of new processes.

## Position Requirements

- Bachelor's degree in scientific field required; Advanced degree preferred.
- Additional certifications in project management (e.g. PRINCE2, PMP) and agile methodologies are desirable.
- 5+ 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.

***Position will be filled at level commensurate with experience.***

**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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**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>

Division

People & Organization

Business Unit

Innovative Medicines

Location

Mexico

Site

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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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