

# Associate Director, Retirement Plans

Job ID  
REQ-10043545  
Mar 12, 2025  
USA

## Summary

Location: East Hanover, New Jersey (Hybrid)  
#LI-Hybrid

Primary responsibility to manage the operations and compliance of the retirement plans in the US and Canada. The Associate Director, Retirement Plans is a member of the US Benefits team which is part of People & Organization in Novartis.

## About the Role

### Your responsibilities include, but not limited to:

- Oversee all administration of the DB, DC and non-qualified retirement plans
- Responsible for plan compliance and regulatory filings
- Subject matter expert for the Novartis qualified and non-qualified retirement plans
- Manage the plan vendors to ensure integrity of plan provisions and participant data
- Liaise with internal stakeholders including finance, IT and payroll to ensure operational excellence
- Research and respond to plan-related inquiries on a timely basis
- Maintain accurate and up-to-date Standard Operating Procedures
- Manage plan activities relating to M&A transactions
- Keep up to date with regulatory changes and assess for impact to retirement plans
- Manage all projects relating to the retirement plans
- Partner closely with the other members of the benefits team

### What you'll bring to the role:

- Bachelor's degree required
- At minimum 10+ years' experience managing DB and DC plans. Experience managing non-qualified plans. Experience working with retirement plans in a large matrix organizational environment. Pharmaceutical industry experience preferred
- Ability to collaborate with multiple teams and partner with stakeholders. Ability to adapt quickly to shifting demands and manage multiple priorities
- Attention to detail, Excellent organizational and project management skills
- Strong analytical expertise including Excel proficiency, Strong problem-solving skills
- Fluency in English required, excellent verbal and written communication skills, with strong collaboration and networking skills.

The pay range for this position at commencement of employment is expected to be between \$126,000 to \$

234,000 per year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [novartis-life-handbook.pdf](#)

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

**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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The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) 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.

Division

People & Organization

Business Unit

CTS

Location

USA  
State  
New Jersey  
Site  
East Hanover  
Company / Legal Entity  
U061 (FCRS = US002) Novartis Services, Inc.  
Functional Area  
Human Resources  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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Job ID  
REQ-10043545

## **Associate Director, Retirement Plans**

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