

Benefits Manager

Job ID

REQ-10079210

May 28, 2026

LOC_MX

About the Role

Key Responsibilities:

- Review and improve local benefit programs to ensure competitiveness, compliance, and alignment with global standards
- Analyse market data and benchmark benefits to provide insights to stakeholders
- Manage benefit policy/program renewals, vendor changes, and benefit expansions
- Maintain and update the country's benefits database
- Support local People & Organization in Employee Resource Groups discussions and global benefits projects and implementations
- Partner with stakeholders and employees to gather feedback and improve benefits programs
- Lead and develop benefits admin experts, ensuring smooth day-to-day operations
- Drive process improvements while acting as key escalation point and deputy to the cluster lead
- Act as a 1st-level escalation point to employees, country People & Organization head, and People Services & Solutions teams.

Essential Requirements

- University degree, preferable in economics, mathematics, accounting or equivalent experience
- Minimum 5 years of experience in management & administration of benefit plans
- 6-7 years of people management experience
- Fluent in English and Spanish
- Good understanding of logical, rules-based software systems
- High attention to detail and process oriented.

Commitment to Diversity and Inclusion

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

Accessibility and Accommodation:

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con 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 y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

Role Requirements

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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