

Associate Director, US Insurance

Job ID

REQ-10088187

Sep 25, 2026

LOC_US

About the Role

Key Responsibilities

- Lead the negotiation, placement, and renewal of U.S. commercial insurance programs in alignment with the global insurance and risk-transfer strategy.
- Manage complex insurance claims and partner with Legal, brokers, insurers, and business stakeholders to protect company interests and maximize coverage outcomes.
- Oversee insurance brokers and third-party service providers, establishing performance standards and ensuring cost-effective, high-quality support.
- Provide expert guidance on contractual risk-transfer provisions, insurance requirements, construction projects, clinical trials, supply-chain agreements, and evidence-of-insurance processes.
- Lead insurance-related budgeting, forecasting, variance analysis, SOX reporting, and compliance activities.
- Support strategic initiatives including M&A integration, process optimization, risk analysis, and continuous improvement projects within the Corporate Insurance function.

Essential Requirements

- Bachelor's degree in Risk Management, Finance, Business Administration, Insurance, Law, or a related field.
- Significant experience managing commercial insurance programs, risk transfer strategies, and complex claims in a corporate environment.
- Strong knowledge of insurance policy placement, underwriting, contractual risk transfer, and insurance program governance.
- Experience managing insurance brokers, external service providers, and cross-functional stakeholder relationships.
- Strong financial acumen with experience supporting budgets, forecasting, reporting, and compliance activities.
- Excellent analytical, negotiation, communication, and project management skills with the ability to influence stakeholders across a matrix organization.

Desirable Requirements

- Professional insurance designations such as CPCU, ARM, CRM, or equivalent certifications.
- Experience supporting mergers and acquisitions, global insurance programs, or multinational organizations.
- Experience leveraging approved AI tools, advanced analytics, automation, or digital solutions to enhance risk assessment, reporting, decision-making, and operational efficiency.

Why Novartis?

At Novartis, our purpose is to reimagine medicine to improve and extend people's lives. As Associate Director, US Insurance, you will help safeguard the organization through innovative risk management strategies and strong business partnerships. Working with stakeholders across the U.S. and globally, you will contribute to critical decisions that support business continuity, operational excellence, and long-term organizational resilience.

Benefits & Rewards

The salary for this position is expected to range between \$132,300 - \$226,800 USD annually.

The final salary offered is determined based on factors including, but not limited to, relevant skills, experience, and qualifications. Upon joining Novartis, compensation is reviewed periodically and salary ranges may be adjusted based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. U.S.-based eligible employees will receive a comprehensive benefits package that includes health, life, and disability benefits, a 401(k) with company contribution and match, and a variety of additional benefits. Employees are also eligible for a generous time-off package including vacation, personal days, holidays, and other leave programs.

To learn more about the culture, rewards, and benefits we offer our people, click [here](#).

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.

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or

any other legally protected status. We are committed to building diverse teams representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility and Accommodation

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 in order to perform the essential functions of a position, please send an email to 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.

Role Requirements

Division

DIV_FI

Business Unit

Finance

Location

LOC_US

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US061) Novartis Services, Inc.

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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