

Project Manager, PMO Marketing

Job ID

REQ-10087187

Sep 23, 2026

LOC_MX

About the Role

Key Responsibilities

- Lead end-to-end project management of complex marketing and organizational initiatives, partnering with cross-functional teams across multiple geographies.
- Develop and maintain project plans, timelines, roadmaps, budgets, resource allocations, risk registers, and success metrics.
- Establish strong governance frameworks and ensure disciplined project execution through appropriate tracking, reporting, and decision-making processes.
- Engage and influence stakeholders at all levels, including senior leadership, steering committees, project teams, and external partners.
- Drive proactive risk identification, mitigation planning, and issue resolution to maintain program objectives and timelines.
- Coordinate communication and change management activities to support adoption and successful implementation of strategic initiatives.
- Identify and manage dependencies across multiple concurrent projects, ensuring alignment with broader organizational priorities.
- Apply PMO methodologies, tools, and best practices to improve consistency, transparency, and operational effectiveness.
- Provide recommendations and continuous improvement insights to enhance project management capabilities and ways of working.
- Foster a collaborative, inclusive, and compliant work environment while adhering to all Ethics, Risk, and Compliance standards.

Essential Requirements

- Bachelor's degree in Business, Marketing, Life Sciences, Project Management, or a related field; MBA or Master's degree preferred.
- 5-10 years of project, program, or portfolio management experience, preferably within the pharmaceutical, biotechnology, healthcare, or consumer packaged goods (CPG) industries.
- Demonstrated success managing complex, cross-functional initiatives involving multiple stakeholders and competing priorities.
- Strong understanding of project management methodologies, governance frameworks, and change management principles.
- Experience managing project budgets, resources, timelines, risks, and performance metrics.
- Excellent communication, presentation, and stakeholder management skills, with the ability to engage audiences at all organizational levels.
- Strong analytical, problem-solving, and strategic thinking capabilities.
- Advanced proficiency in project management tools, Microsoft Excel, PowerPoint, and related productivity platforms.
- Proven ability to work effectively within multicultural, globally distributed teams.
- PMP certification or equivalent project management certification is considered a strong advantage.
- Fluent English, both written and verbal.
- Ability to manage ambiguity, adapt quickly to changing business needs, and deliver results with a high degree of autonomy.

- Willingness to work flexibly and collaborate with global stakeholders, including alignment with U.S. time zones as business needs require.

Commitment to Diversity & 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.

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Role Requirements

Division

DIV_IU

Business Unit

Marketing

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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