NOVARTIS

Corporate Communications Manager

Job ID
REQ-10087960
Nov 04, 2026
LOC_JP

About the Role

Job Responsibilities

- **The role spends its efforts to develop end-to-end strategy and communications planning to connect Japan business strategy to internal and external stakeholders.**
- **Elevate the Novartis Japan corporate and business narrative, happenings that exemplifies our industry leadership through earned and owned media, leader voices and contents.**
- **Serve as trusted business partner and communications strategy counsel to key leaders.**
- **Identify and build visibility opportunities/stages and white spaces to support our business/reputation enhancement plan for our key leaders.**
- **Generate social media plans for corporate and execute to amplify the narratives.**
- **Utilize analytics and insights to inform and adjust strategy, accumulate results, and report outcomes.**
- **Anticipate and shape environment to manage risk to Novartis reputation; advise business partners with specific predictive activities or strategies.**
- **Have strong alert on industry trends, news and key issues, and business updates to provide recommendations for areas for our leaders to engage or to prepare strategic messaging.**
- **Be a point person with key executives for external speaking and media opportunities, including media readiness and preparation around policy, business and strategy.**

- **Play collaborative role across country communications team to plan and implement town halls, leader meetings, organizational change communications and press conferences.**
- **Work closely with Public Affairs and Executive communications to shape and deliver policy, business and strategy priorities.**
- **Build and maintain collaborative relationships with key functions and global/international corporate affairs.**
- **Monitor and evaluate performance to achieve and maintain best-in-class outcomes, while being fully compliant.**
- **Effectively manage and maximize agency ROI.**

Ideal Background (State the minimum and desirable education and experience level)

Education:

- **Bachelor's degree or above**

Experience:

- **10+ years in communications including employee and corporate, media communications with a healthcare and/or pharmaceutical background.**
- **External communications strategy and implementation with media relations background**
- **Supported and raised visibility of key company topics through visibility strategies and business strategy communications.**
- **Leadership & influencing communications, social media content strategy and implementation.**
- **Led organization and implementation of corporate events, including town halls and press conferences.**
- **Crisis and issues management**
- **Agency management**
- **Corporate reputation and awareness campaigns**

Skills:

- **Shaping and driving projects capability.**
- **Provide direction, delegating and removing obstacles to get work done.**
- **Prominent level partnering skills with proven ability to engage and influence stakeholders at all levels both internal and external.**
- **Understanding of healthcare industry landscape and its challenges around policy and regulations.**
- **Ability to prioritize & maximize resources.**
- **Excellent people & communication skills,**
- **Business and organizational awareness, enterprise perspective.**
- **Crisis & agency mgmt.**
- **Exemplifies a predictive mindset; seeks multidirectional insights to understand our environments and stakeholders, and embraces iterative, measurable experimentation and action.**
- **Business and enterprise perspective.**
- **Excellent business level Japanese and English in speaking and writing.**
- **Strong business acumen**

Benefits and Rewards

Read our handbook to learn about all the ways we ’ll help you thrive personally and professionally:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

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 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Additional Information

Be aware of fake job advertisements and job offers. Novartis does not make job offers without interviews and never asks candidates for money. All our current job openings are displayed here. If you have encountered a job posting or been approached with a job offer that you suspect may be fraudulent, we strongly recommend you do not respond, send money, or provide personal information.

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Role Requirements

Division
DIV_CE
Business Unit
Communications
Location
LOC_JP
Site
Toranomon (NPKK Head Office)
Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.
Functional Area
FCT_CA
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Corporate Communications Manager

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