NOVARTIS

Manager, US LT Governance Support

Job ID
REQ-10086817
Nov 04, 2026
LOC_MX

About the Role

Key Responsibilities

- Manage governance meeting calendars, agendas, timelines, and logistics across leadership forums.
- Coordinate pre-read submissions and ensure materials meet executive-readiness standards.
- Maintain decision logs, action trackers, attendance records, and governance documentation.
- Monitor and follow up on action items, escalations, and governance commitments.
- Support portfolio review meetings and strategic decision forums.
- Document meeting outcomes and clearly communicate next steps, ownership, and timelines.
- Manage governance archives, document repositories, and version-control processes.
- Ensure governance routines operate efficiently, consistently, and with high stakeholder satisfaction.

Essential Requirements

- Bachelor's degree required; advanced degree preferred.
- Minimum 4 years of experience in PMO, governance, enterprise operations, executive support, project coordination, business operations, or related functions.
- Exceptional organizational skills and attention to detail.
- Strong stakeholder management and communication capabilities.
- Experience supporting senior leaders in high-visibility environments.
- Ability to manage confidential information with professionalism and discretion.
- Strong proficiency with Microsoft Office, SharePoint, Teams, and document management systems.
- Ability to manage multiple priorities and deadlines simultaneously.
- Fluency in English required.

Preferred requirements

- Experience in pharmaceutical, healthcare, consulting, or large matrix organizations preferred.
- Experience supporting executive governance forums or leadership teams.
- Familiarity with portfolio management and strategic planning processes.
- Knowledge of governance best practices and meeting effectiveness principles.
- Experience working in transformation, strategy, or enterprise PMO environments.

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_BS
Job Type
Full time
Employment Type
Regular
Shift Work
No
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