NOVARTIS

Manager, Planning Lead

Job ID
REQ-10086820
Nov 04, 2026
LOC_MX

About the Role

Key Responsibilities

- Develop and maintain integrated portfolio roadmaps, milestone plans, quarterly planning calendars, and executive review schedules.
- Coordinate annual strategic planning and quarterly prioritization processes across multiple stakeholders.
- Manage initiative sequencing, dependencies, capacity assumptions, and critical path planning to support successful execution.
- Prepare leadership planning materials, portfolio updates, and executive-ready presentations.
- Identify risks, scheduling conflicts, and resource constraints, recommending solutions to maintain delivery momentum.
- Ensure planning artifacts remain accurate, current, and aligned across governance forums and leadership teams.
- Monitor project and portfolio progress, providing transparency into milestones, risks, and delivery status.
- Collaborate with cross-functional teams to improve planning processes, governance standards, and portfolio visibility.

Essential Requirements

- Bachelor’s degree required; advanced degree (MBA or Master’s degree) preferred.
- 5+ years of experience in project management, PMO, business operations, portfolio management, commercial operations, planning, or strategy support.
- Strong experience managing complex portfolios, executive deliverables, and cross-functional planning cycles.
- Excellent organizational, analytical, and stakeholder management skills.
- Advanced proficiency in PowerPoint, Excel, project management tools, and planning methodologies.
- Proven ability to manage multiple priorities and deliver results in a fast-paced environment.
- Strong communication and executive presentation skills.
- Fluency in English required.
- Pharmaceutical, healthcare, enterprise transformation, or consulting experience preferred.
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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_IT
Job Type
Full time
Employment Type
Regular
Shift Work
No
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