

Portfolio & Release Project Manager

Job ID

REQ-10054945

Jun 23, 2025

Mexico

Summary

70% Create and maintain the Marketing Operations master project portfolio that aligns all programs, projects, and ad hoc priorities and requests. Requires collaborating with various teams, managing charter development, capacity alignment, project governance, and executive communication preparation, while ensuring transparency and efficiency in project documentation and insights. 30% OPM for project management function

About the Role

#LI-Hybrid

Location: Mexico City

This role is based in Mexico City, Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Key Responsibilities

- Create and maintain a master project portfolio that aligns all programs, projects, and ad hoc requests for the team accountable to deliver new and optimized technical and process capabilities related to content
- Align and harmonize process documentation with partner teams, including but not limited to technology, product, marketing strategy, IDS, and experience planning on roadmaps, backlogs, and dependencies.
- Manage charter development, capacity alignment, project governance, and executive communication preparation
- Establish the ways of working and create transparency to ensure backlogs, RAID logs, and other project insights that align requirements, resources, and releases are clear and accessible
- Manage day-to-day activities of select, high priority projects to deliver aligned outcomes
- Project types include but not limited to activated channels, above brand engagements, workstreams, task forces, and executive read out preparation and logistics
- Merge and normalize insights from teams working in different project styles (e.g., Scrum, Agile, waterfall, etc.), timelines, and priorities. Document and publish to ensure understanding with internal and external partners.
- Identify optimal capability cutover timing for brands to maintain compliance and efficiency,
- Collaborate with project leads, program owners, and team leaders, as well as utilize Novartis tools like TactPlan and MAP Forecast Tool, to predict and resolve resourcing and delivery conflicts.

Education

- Bachelor degree
- Advanced English proficiency

Experience

- Experience using standard project-planning and data analysis tools, including Miro, Excel, PowerBI, MS Project, Roadmunk, and/or relevant substitutes

Skills & Qualifications

- Ability to navigate complexity
- High attention to detail while managing toward big picture objectives
- Project Management, Lean Six Sigma, and/or Agile Scrum Master Certification
- Exceptional ability to articulate strategy and standardize ways of working
- Agility, resilience, and curiosity to turn the unknown into the known
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

Commitment to Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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>

Division

US
Business Unit
Universal Hierarchy Node
Location
Mexico
Site
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
Marketing
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Ajustes de accesibilidad

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.

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