

Business Operations Lead (Translational Medicine)

Job ID
REQ-10052526
Jun 01, 2025
USA

Summary

This is a unique opportunity to elevate the day-to-day operations of the Translational Medicine team at our Cambridge site. In this role, you'll manage site logistics, events, workplace experiences and moments that matter, helping create a collaborative environment where people can do their best work.

#LI-Onsite

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

About the Role

Key Responsibilities:

Site Operations & Coordination: Making the everyday work

Lead day-to-day site operations, serving as the key local contact for operational needs, desk management, and on-site logistics. Partner with REFS and other stakeholders to ensure coordinated, efficient operations and act as coordinator for the local TM Site Leadership Team. As a site-based role, this position requires regular on-site presence to contribute meaningfully to the workplace experience and support team needs as they arise.

Event Planning & Delivery: Creating events that deliver

Lead the planning and execution of local and global events, both on- and off-site. Oversee logistics, timelines, and budgets while partnering closely with Facilities, REFS, AV, and other key stakeholders to ensure every event is well-organized, professional, and delivered with impact.

Communications & Production Support: Bringing communications to life

Support site-based communications by coordinating logistics for internal events, local productions, and on-site filming. Collaborate with partners to ensure smooth execution and delivery. Provide support for executive communications and messaging, helping shape clear, timely, and engaging content for local and global audiences.

Local Onboarding Experience: Laying the groundwork for smooth starts and strong connections

Lead local preboarding and onboarding activities in close partnership with hiring managers and key support functions. Ensure new associates feel welcomed and supported from day one by providing the right resources and guidance for a smooth and engaging start.

Administrative Support: Supporting what matters, day to day

Provide flexible administrative support to ensure the smooth running of day-to-day activities. Support a range of local needs as they arise, including acting as the primary contact for visitors to TM Cambridge and helping maintain an efficient and welcoming workplace.

Essential Requirements:

- A proven track record in site operations, coordination, or customer-facing roles, ideally in a fast-paced, service-oriented environment
- 5+ years of relevant experience and a degree in Business Administration or a related field
- Strong customer focus and stakeholder visibility, with excellent interpersonal and communication skills across functions and cultures
- A proactive, results-driven mindset with strong planning, prioritization, and organizational skills: You keep things moving without losing sight of the details
- Comfort working across diverse, international teams, and the ability to adapt to different working styles and needs
- Commitment to in-person collaboration, flexing your presence to align with peak operational days and team needs
- Tech-savviness and curiosity: Comfortable using tools like Outlook, Teams, and SharePoint, and exploring how technologies like AI can improve the way we work
- Strategic thinking and strong analytical skills, including the ability to optimize processes, manage competing priorities, and communicate clear, actionable solutions
- Positivity, flexibility, and resilience in the face of change: You bring both structure and calm to complex situations

Preferred Requirements:

- Experience in workplace operations or coordination in a cross-functional setting
- Site Operations & Coordination: Making the everyday work

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of

employment is expected to be between \$70,000 and \$130,000/ year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Novartis will not sponsor visas for this position.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Biomedical Research

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site
Cambridge (USA)
Company / Legal Entity
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.
Functional Area
Facilities & Administration
Job Type
Full time
Employment Type
Regular
Shift Work
No
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