

# Manager, CEO Corporate Affairs

Job ID  
REQ-10015047  
Jul 22, 2024  
USA

## Summary

Location: East Hanover, NJ About the role: The Manager, CEO Corporate Affairs will help support the execution of Corporate Affairs projects that enhance the CEO's reputation, promote Novartis' vision and purpose, and effectively engage internal and external stakeholders. This role will ensure seamless coordination of activities, manage administrative tasks, and provide logistical support to enable the Director of CEO Corporate Affairs and the CEO Corporate Affairs team to execute their strategies efficiently and effectively.

## About the Role

### Key Responsibilities:

#### Project execution & operational excellence

- Support the Director, CEO Corporate Affairs with ongoing projects and daily tasks, including contributing to briefings to prepare the CEO for engagements, drafting written materials and managing process timelines.
- Represent the CEO Corporate Affairs team on functional projects, and support functional projects, such as virtual and in person events for leaders, as a collaborator on event management, executive communications, digital content, and more.
- Collaborate with the Director of CEO Corporate Affairs to execute creative digital content and content strategies that differentiate Novartis and the CEO, working with cross-functional teams to align messaging and activities with company priorities.
- Manage internal content reviews and the finalization and publishing of content.
- Support the creation of engaging social media content and content for internal and external events, including presentations, text posts, videos, and other assets, to engage key internal and external audiences. Provide insights and creative ideas to ensure best-in-class creative and innovative approaches, and ensure all content fits brand guidelines.
- Cultivate a culture of efficiency and excellence by implementing best practices and continuous improvement initiatives, enhancing team effectiveness and driving innovation.
- Execute administrative processes for the team, such as submissions for compliance, procurement, digital channel governance, and more.
- Support projects and events across Corporate Affairs, as needed.

## Research

- Monitor and share pertinent topics and trends related to CEO positioning and the industry to inform strategy, and contribute to proactive and predictive steps to get ahead of emerging trends.
- Conduct research on industry trends, best practices, and emerging issues to inform communication strategies and provide insights to the Director of CEO Corporate Affairs and Chief of Staff of Corporate Affairs.

## Essential Requirements:

- Proven experience in preparing documents for senior level professionals (presentations, emails, invitations, briefs, etc.)
- Bachelor's degree in communications, marketing, journalism or related field, as well as being fluent in English (both written and oral)
- Excellent organizational skills and ability to work well under pressure (working on numerous projects simultaneously on tight deadlines)
- Ability to adapt easily to change and being comfortable with ambiguity
- Highly independent individual, capable of end to end execution
- Reliable and trustworthy person, with high level of professionalism and dedication

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Division  
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Business Unit  
Corporate  
Location  
USA  
Site  
East Hanover  
Company / Legal Entity  
U061 (FCRS = US002) Novartis Services, Inc.  
Functional Area  
Communications & Public Affairs  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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