

Operations Manager, Americas Strategy and Operations (Resourcing)

Job ID
REQ-10039013
Feb 03, 2025
USA

Summary

The Operations Manager supports the Associate Director, Strategy & Operations (S&O) in providing oversight and coordination of complex activities including budget & strategic resource management within a multi-year view.

This position requires excellent communication and organizational skills, the ability to think strategically and to utilize robust data and leading trends for current year resourcing and future year planning for the Americas Study and Site Operations (SSO).

#LI-Hybrid

The ideal location for this role is East Hanover but remote work may be possible (there may be some restrictions based on legal entity). Please note that this role would not provide relocation as a result. If associate is remote, all home office expenses and any travel/lodging to specific East Hanover for periodic live meetings will be at the employee's expense. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager.

About the Role

Key Responsibilities:

- Collaborate with the Operations Assoc. Director in the Americas SSO S&O to provide resource management expertise to the Americas SSO leadership team and drive resource gap analyses from operational and strategic viewpoints to ensure sufficient resources are secured.
- Responsible for implementing the SSO resourcing strategy for assigned functional area within Americas SSO in partnership with the Hub Head of SSO S&O, including detailed planning and tracking of internal and external resource utilization (budget and FTE).
- Builds and maintains collaborative relationships within SSO and with Global counterparts to facilitate resource deployment and reallocation across areas, in line with SSO strategic vision.
- As a delegate of the Operations Assoc. Director, collaborates with GCO Finance, where applicable, to build the Americas SSO budget and manage financial targets with an ongoing review for process optimization. May provide guidance and coordination with Finance to other SSO functions during annual SSO Strategy and Portfolio Planning.
- In collaboration with the Assoc Director of Operations, sponsors the development and implementation of sustainable, agile resource algorithms across SSO to enable future-proofed and portfolio-driven real time

resource allocation.

- Supports Americas SSO Leadership for assigned area of responsibility in the creation and deployment of data-driven approaches and solutions to business resourcing model.
- For assigned area of responsibility, assist the Americas SSO LT in management of their function's budget targets, including travel budget, Service Level Agreements, and providing general expertise and guidance.
- Align with other SSO Project Managers on organizational processes and recommendations to ensure optimum performance, assessment of opportunities, and interaction with other relevant functions.
- May serve as a delegate for the for Americas SSO S&O Leadership team.

Role Requirements:

- Bachelor's degree Business, Math, Economics, Finance, Operations or a related field. (Master's or PhD highly desirable).
- 3+ years working in strategy, innovation, budget/finance or a clinical operations role. Specific experience in clinical trials is a plus but not required.
- Superior Strategic thinking skills, ability to manage multiple deliverables, flexibility to quickly adapt priorities according to business and strategic needs.
- Excellent communicator and presenter (oral and written), ability to communicate at all levels
- Ability to influence in a global matrix environment and cross-functionally through strong negotiation skills, decision making strength, communication and writing skills.
- Demonstrated leadership in innovation, technical approaches and demonstrated success in planning and executing projects.
- Bilingual (Spanish, Portuguese) preferred.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$119,700 and \$222,300/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.

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 who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. 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. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

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

Development

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Alternative Location 1

Distant Employee - Distant Working Arrangement (DWA) (USA), Distant Working Arrangement, US, USA

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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