

AD, Agency Management Lead

Job ID
REQ-10036082
jan 13, 2025
Etats-Unis

Résumé

The Agency Management Lead provides governance for a range of agency related activities across the portfolio. They are accountable for creative agency partner activities and deliverables against the established scope, track financials and identify savings, in addition to administrative and logistics support. Has the capability of managing large scale, cross-department programs.

The position interacts with multiple functions, such as Marketing Strategy, Legal, Finance, Marketing Operations, as well as external operational vendors and agencies.

About the Role

Specifically, you will:

- Support for Agency transitions, Agency evaluations, governance models, etc.
- Own relevant milestones and assure timely delivery of projects, coordinating across stakeholders.
- Ensure prioritization, coordination and delivery of key initiatives.
- Evaluate scope requirements and collaborate with Agencies to assure processes are followed.
- Lead status meetings with all internal/external stakeholders as needed; develop agenda and status reports and issue minutes with assigned action items.
- Maintain project status, issues and risks and communicate with the key project participants and interested parties.

Desired Skills:

- Excellent project management skills with attention to detail, sense of urgency, and a solution-oriented mindset.
- Proficiency in risk management and problem-solving, ensuring potential issues are addressed proactively.
- Ability to manage priorities and drive results across a broad set of internal and external stakeholders.
- Strong communication skills, both verbal and written, to effectively convey information and influence others.
- Teamwork orientation to collaborate effectively with colleagues and cross-functional teams.
- Strong organizational skills to manage multiple workstreams and ensure efficient program execution.

The pay range for this position at commencement of employment is expected to be between \$132,300.00 and \$245,700.00 per 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.

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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.

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U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Commercialisation
Job Type
Full time
Employment Type
Regular
Shift Work
No
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