

Publishing & Content Management Specialist

Job ID
REQ-10075872
Июн. 09, 2026
Ирландия

Сводка

Novartis is hiring for a Publishing & Content Management Specialist to join our Training and Change Management team. This role is responsible for developing, curating, and managing a comprehensive digital content library for the U.S. Marketing Organization. Working with the Learning Management System (LMS) lead, the Specialist also manages inputs to the interactive assistant integrated with the organization's Digital Asset Management (DAM), supporting end users in producing compliant content

About the Role

Job Title: Publishing & Content Management Specialist
Location: Dublin, Ireland
#LI-Hybrid

Relocation Support: This role is based in Dublin, Ireland. Novartis is unable to offer relocation support: please only apply if accessible.

Key Responsibilities:

- Build, organize and maintain a digital content library for all training materials, ensuring alignment with organizational and compliance requirements aligned to curriculum strategy
- Format, publish, and update training content using approved templates, tools, and systems.
- Establish review processes, to maintain version control, and content archiving in collaboration with learning delivery teams and LMS administrator
- Coordinate content updates and migration activities as directed by project teams or leadership
- Track and report on content usage, relevancy, and learner engagement metrics beyond initial training content rollout
- Coordinate data flow for dashboard reporting and tracking with content enablement team
- Ensure all library materials are accessible, searchable, and structured to serve as inputs to AI agents
- Work in coordination with the Marketing Technology teams to represent end user needs, recommend adjustments, and ensure efficacy of DAM interactive assistant
- Support audit readiness by maintaining accurate records of content versions, approvals, and publishing logs
- Support learning strategy through governance oversight and management around training content and ensure pull-through in all supplemental documentation

Essential Requirements

- 2-4 years experience in digital content publishing, content management, operations, or a related role.
- Experience using content management systems or learning technologies
- Proven collaboration skills, with ability to partner effectively across teams
- Experience working within the pharmaceutical, biotech, or healthcare industry.
- Fluent English (both written and spoken)
- Working knowledge of digital content publishing processes, tools, and standards
- Strong organizational and time management skills, with an adaptable and proactive mindset

Desirable Requirements:

- Clear written and verbal communication skills; ability to provide effective user support and documentation with high attention to detail
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.

Commitment to Diversity & Inclusion:

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

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>

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Дивизион

US

Business Unit

Marketing

Место

Ирландия

Сайт

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

Job ID

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List of links present in page

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