

## Project Coordinator – Execution Excellence

Job ID  
REQ-10077156  
май 06, 2026  
Ирландия

### Сводка

#LI-Hybrid

The Project Coordinator supports the Execution Excellence organization by ensuring consistent, SOP-driven implementation of core Novartis marketing and engagement processes. The role acts as a super user for key marketing tools and platforms, and serves as a central point of coordination for content tagging and content activation across Commercial, Value & Access and Medical teams.

### About the Role

#### Job Purpose

Provide operational and coordination support across Execution Excellence verticals to ensure consistent, compliant and SOP-driven execution of marketing and engagement processes. The role functions as a super user of key marketing tools and acts as a central coordination point for content readiness, tagging and activation.

#### Major Accountabilities

Content Readiness & Activation Support

Maintain end-to-end standards and processes for promotional content readiness and activation for Commercial and non-promotional content for Value & Access.

Coordinate content readiness from receipt of global or central materials through to local activation-ready status.

Support standards and governance for content tagging, FUSE uploads and MLR processes, ensuring consistency across Therapeutic Areas and V&A.

Act as super user for marketing tools including FUSE, AICE, 3EM and Spectrum, supporting compliance and standardized usage across teams.

Continuously support improvement of marketing processes and tools to increase efficiency, compliance and consistency.

Execution Excellence Project Support

Collaborate with the Customer Excellence Lead to support implementation of Execution Excellence initiatives such as ICE.

Coordinate with the Commercial Portfolio Lead to support regulatory and promotional requirements for Portfolio assets.

Provide reliable operational support for cross-functional EE projects and initiatives.

#### Key Performance Indicators

Improvement of Execution Excellence processes versus baseline.

Quality and consistency of governance on marketing tools and processes.

Positive feedback from key internal stakeholders on operational support.

#### Ideal Background

Education

Bachelor's degree in Business, Life Sciences or related field; advanced degree preferred.

Experience & Skills

Experience coordinating cross-functional stakeholders in a matrix environment.

Ability to translate frameworks and standards into practical execution support.

Strong organizational and stakeholder coordination skills.

Structured, process-oriented working style with strong attention to detail.

Ability to influence without authority and operate effectively in support roles.

Growth mindset with continuous improvement orientation.

**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>

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Дивизион  
International  
Business Unit  
General Management  
Место  
Ирландия  
Сайт  
Dublin (Country President Office (CPO))  
Company / Legal Entity  
IE02 (FCRS = IE002) Novartis Ireland Ltd  
Functional Area  
Маркетинг  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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