

# Workflow Automation Manager

Job ID  
REQ-10078221  
май 20, 2026  
США

## Сводка

Looking for a role where you can make a real difference to how science gets done? Join Novartis as a Workflow Automation Manager and play a key part in transforming how our teams work by removing manual effort, improving efficiency, and accelerating impact across critical workflows. In this role, you'll lead a high-performing automation team, partner closely with stakeholders across the business, and bring innovative ideas to life through business process management, robotic process automation, and artificial intelligence-enabled solutions. If you're passionate about creating smarter ways of working, enjoy collaborating in a dynamic environment, and want to see the direct impact of your work, this is a fantastic opportunity to help shape the future of how we operate.

Location: Cambridge, USA #LI-Hybrid

This role is based in Cambridge, USA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

## About the Role

### Responsibilities:

- Lead end-to-end workflow automation, from process discovery through to deployment and continuous optimisation
- Build and develop a high-performing automation team, setting clear priorities and supporting ongoing capability growth
- Deliver scalable automation solutions using business process management and robotic process automation technologies
- Identify and prioritise high-value automation opportunities in partnership with cross-functional stakeholders
- Drive measurable efficiency improvements by reducing manual effort and accelerating workflow cycle times
- Ensure all automation solutions meet enterprise standards for security, compliance, and architectural alignment
- Allocate resources effectively to deliver automation initiatives aligned to business priorities and strategic goals
- Promote a culture of innovation, rapid delivery, and continuous improvement supported by artificial intelligence-enabled tools
- Collaborate across teams to translate complex processes into efficient, automation-ready workflows
- Embed a team-first mindset, fostering collaboration, accountability, and shared ownership of outcomes

### Essential for the role:

- 8+ years delivering workflow automation initiatives from design through to optimisation
- 3+ years of proven people leadership experience, building and developing high-performing teams
- Strong stakeholder management experience, with ability to influence across functions and seniority levels
- Strong capability in analysing and redesigning complex processes and delivering business process management and robotic process automation solutions at scale to improve efficiency
- Proven experience managing resources and delivering against time-bound priorities in a matrixed environment
- Practical understanding of artificial intelligence capabilities and their application within workflow automation
- A mindset of curiosity that drives continuous improvement and change
- Experience working within life sciences, pharmaceutical or similarly complex, regulated environments

### Desirable for the role:

- Formal training in project management methodologies such as Project Management Professional, Agile or Certified Scrum Master
- Experience in pharmaceutical drug discovery or working within a scientific research environment

### Benefits & Rewards

The salary for this position is expected to range between \$152,600 and \$283,400 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

### Commitment to Diversity & Inclusion:

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

### Accessibility and accommodation:

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 in order to

perform the essential functions of a position, please send an e-mail to [tous.reasonableaccommodations@novartis.com](mailto:tous.reasonableaccommodations@novartis.com) call +1 (877) 395-2339 and let us know that nature of your request and your contact information. Please include the job requisition number in your message.

**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?

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

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

**EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers. 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.

**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](mailto: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.

Дивизион

Biomedical Research

Business Unit

Research

Место

США

Состояние

Massachusetts

Сайт

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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