

# Manager, US LT Governance Support

Job ID  
REQ-10086817  
авг 27, 2026  
Мексика

## Сводка

#LI-Hybrid

Location: Mexico City, Insurgentes

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

Reimagining Medicine Starts With Our People

The Manager, US LT Governance Support plays a critical role in enabling effective executive governance and decision-making across US Strategy & Execution forums. Reporting to the Executive Director, US Strategy Prioritization & Governance Lead, this role ensures operational excellence in leadership governance processes through meeting management, decision tracking, action follow-up, and governance documentation.

This position is ideal for a highly organized professional who thrives in fast-paced environments and enjoys supporting executive-level strategic priorities.

## About the Role

### Key Responsibilities

- Manage governance meeting calendars, agendas, timelines, and logistics across leadership forums.
- Coordinate pre-read submissions and ensure materials meet executive-readiness standards.
- Maintain decision logs, action trackers, attendance records, and governance documentation.
- Monitor and follow up on action items, escalations, and governance commitments.
- Support portfolio review meetings and strategic decision forums.
- Document meeting outcomes and clearly communicate next steps, ownership, and timelines.
- Manage governance archives, document repositories, and version-control processes.
- Ensure governance routines operate efficiently, consistently, and with high stakeholder satisfaction.

### Essential Requirements

- Bachelor's degree required; advanced degree preferred.
- Minimum 4 years of experience in PMO, governance, enterprise operations, executive support, project coordination, business operations, or related functions.
- Exceptional organizational skills and attention to detail.
- Strong stakeholder management and communication capabilities.
- Experience supporting senior leaders in high-visibility environments.
- Ability to manage confidential information with professionalism and discretion.
- Strong proficiency with Microsoft Office, SharePoint, Teams, and document management systems.
- Ability to manage multiple priorities and deadlines simultaneously.
- Fluency in English required.

### Preferred requirements

- Experience in pharmaceutical, healthcare, consulting, or large matrix organizations preferred.
- Experience supporting executive governance forums or leadership teams.
- Familiarity with portfolio management and strategic planning processes.
- Knowledge of governance best practices and meeting effectiveness principles.
- Experience working in transformation, strategy, or enterprise PMO environments.

### 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

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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

Дивизион

US

Business Unit

Marketing

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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