

Associate Director, Business Operations

Job ID
REQ-10088595
Окт. 08, 2026
CША

Сводка

Job Title: Associate Director, Business Operations
#LI-Onsite
Location: Cambridge, MA, United States

Are you energized by solving complex business challenges and turning strategy into action? As Associate Director, Business Operations, you will play a pivotal role in shaping how a global leadership team delivers impact across scientific communications, operational excellence, financial stewardship, and strategic initiatives. This is a unique opportunity to work at the intersection of strategy, operations, technology, and innovation, helping teams focus on what matters most while building scalable solutions that accelerate performance. If you thrive in a fast-paced environment, enjoy influencing across functions, and are passionate about driving meaningful change, we would love to hear from you. Based on the headcount proposal, the role is intended to support business operations, financial management, scientific communications, congress planning, and broader organizational effectiveness initiatives.

About the Role

Key Responsibilities

- Lead strategic business operations initiatives across multiple organizational priorities.
- Drive operational excellence through scalable processes, governance, and continuous improvement.
- Partner with leadership on financial planning, forecasting, and budget management activities.
- Coordinate scientific communications, congress activities, and key stakeholder engagements.
- Develop executive-ready insights, presentations, and performance reporting for leadership teams.
- Identify opportunities to leverage technology and artificial intelligence to enhance operations.
- Foster collaboration across functions to deliver impactful business outcomes and organizational goals.

Essential Requirements

- Bachelor's degree in business, life sciences, healthcare, or a related discipline.
- Minimum of five (5) years of experience in business operations, strategy, project management, or organizational effectiveness.
- Demonstrated ability to influence stakeholders and lead complex cross-functional initiatives.
- Strong analytical, financial, and problem-solving capabilities.
- Excellent communication and executive presentation skills.
- Proven ability to manage multiple priorities in a fast-paced, matrixed environment.

Desirable Requirements

- Experience supporting global healthcare, pharmaceutical, biotechnology, or research organizations.
- Knowledge of digital transformation, automation, or artificial intelligence-enabled business processes.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$138,600.00 - 257,400.00 USD Annual 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.

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>

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

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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

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

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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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