

# Benefits Manager

Job ID  
REQ-10079210  
май 28, 2026  
Мексика

## Сводка

#LI-Hybrid  
Location: Mexico City, Mexico

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

In this role, you will lead and implement reward plans, processes, and policies while ensuring alignment with business needs across multiple countries. You will combine deep subject matter expertise with strong people leadership, leading a team of three benefits experts and driving operational excellence in employee benefits administration, while delivering impactful, competitive, and cost-effective solutions.

## About the Role

### Key Responsibilities:

- Review and improve local benefit programs to ensure competitiveness, compliance, and alignment with global standards
- Analyse market data and benchmark benefits to provide insights to stakeholders
- Manage benefit policy/program renewals, vendor changes, and benefit expansions
- Maintain and update the country's benefits database
- Support local People & Organization in Employee Resource Groups discussions and global benefits projects and implementations
- Partner with stakeholders and employees to gather feedback and improve benefits programs
- Lead and develop benefits admin experts, ensuring smooth day-to-day operations
- Drive process improvements while acting as key escalation point and deputy to the cluster lead
- Act as a 1st-level escalation point to employees, country People & Organization head, and People Services & Solutions teams.

### Essential Requirements

- University degree, preferable in economics, mathematics, accounting or equivalent experience
- Minimum 5 years of experience in management & administration of benefit plans
- 6-7 years of people management experience
- Fluent in English and Spanish
- Good understanding of logical, rules-based software systems
- High attention to detail and process oriented.

### Commitment to Diversity and 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.

**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 \(PDF 30 MB\)](#)

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People & Organization  
Business Unit  
Human Resources  
Место  
Мексика  
Сайт  
INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
Functional Area  
Управление персоналом

Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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