

# Delivery Manager

Job ID  
REQ-10078129  
май 22, 2026  
Мексика

## Сводка

Proactive and detail-oriented, this role will manage the end-to-end delivery of creative assets across digital and print channels, with a strong focus on messaging content and brand strategy. The ideal person will thrive in a fast-paced environment, demonstrate excellent stakeholder management, and be flexible to collaborate across US time zones.

## About the Role

### Key Responsibilities:

- Lead and manage project delivery from intake to final handoff, inclusive of demand planning, quality standards are upheld, compliance requirements are adhered to, ensuring timelines are met, while driving strategic collaboration across stakeholders and cross-functional teams.
- Collaborate closely with brand teams and cross-functional partners to ensure strategic alignment and pull-through
- Lead regular status calls and deliver clear, actionable updates to stakeholders, and cross-functional collaborators
- Identify risks early and proactively solve issues by coordinating with internal team, stakeholders and relevant external teams to keep projects on track.
- Maintain detailed project documentation, timelines, and metadata in internal planning systems and digital asset management platforms, ensuring accurate project information
- Asset update workflows, such as mark-up reviews, MLR submissions, and stakeholder approvals, while ensuring smooth communication and alignment between teams.

### Essential Requirements:

- Proven ability to manage end-to-end creative workflows, including intake, briefing, execution, and deployment.
- Translate brand strategy into tactical execution, ensuring alignment with brand objectives
- Foster stakeholder relationships, and have collaborative discussions around marketing content and messaging, alignment of priorities and demand planning
- Familiarity with asset creation for various print and digital channels. ie: email, digital banners, congress materials, brochures, Veeva platform, and social media.
- Experience with MLR process, US FDA requirements, and project tracking tools.
- Willingness to work US hours and attend meetings across time zones.

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Дивизион

US

Business Unit

Marketing

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

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

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

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