

Content Compliance Manager

Job ID

REQ-10077625

Jun 22, 2026

LOC_US

About the Role

Key Responsibilities:

- Own end-to-end MAP execution from intake through approval, distribution, maintenance, and withdrawal.
- Lead MAP submissions across brands and functions, including Urgent PR, Market Access, Training, Communications, and Patient Services.
- Validate submission readiness, metadata accuracy, and reviewer routing aligned to MAP governance and triage standards.
- Anticipate and manage risks, delays, and dependencies through forecasting, communication, and cross-functional collaboration.
- Ensure in-market compliance by managing asset expiration, withdrawal, and documentation in DAM and downstream systems.
- Partner with Content Owners to ensure timely asset removal aligned to expiration, withdrawal, or label changes.
- Contribute to MAP forecasting and capacity planning to improve demand visibility and reduce unplanned work.
- Govern consistent use of MAP and DAM tools, troubleshooting issues and enabling standardized ways of working.
- Serve as a trusted cross-functional partner, clearly communicating status, risks, options, and recommendations.

Essential Requirements:

- Bachelor's degree required; major in Business, Marketing, Communications, or related discipline preferred
- 3+ years of experience in pharmaceutical advertising, marketing operations, content, or communications
- Working knowledge of FDA and pharmaceutical promotional regulations and compliance principles
- Familiarity with pharmaceutical review and approval processes (MAP or equivalent)
- Strong project and workflow management skills
- Ability to use data, systems, and structured methodologies to manage work and inform decisions
- Proficiency with Microsoft 365 and content review / DAM systems (e.g., Aprimo or similar preferred, PowerPoint, and Excel)
- Clear communicator with strong organizational skills and attention to detail

Novartis Compensation Summary:

The salary for this position is expected to range between \$108,500 and \$201,500 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.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_IU

Business Unit

Marketing

Location

LOC_US

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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