

Business Operations Lead, Discovery Sciences

Job ID

REQ-10082647

Jul 10, 2026

LOC_US

About the Role

Internal Job Title: Business Operations Lead

Position Location: Cambridge, MA, onsite

**** This role is based in Cambridge, MA, USA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.**

About the Role:

The Discovery Sciences (DSc) department at Novartis Biomedical Research (BR), merges groundbreaking technical capabilities with deep scientific expertise to deliver bold innovations at the forefront of science. As a member of the DSc Operations Team, you will be a critical resource within the organization to manage business operations which enable the development of novel drug targets and new therapeutics. We are seeking a hands-on Business Operations Lead with a particular passion for data and knowledge management, eager to lead the execution of our business operations to support the dynamic operations of a large research department.

Key responsibilities:

- Execute and optimize our financial plan: In partnership with Finance and other support functions, execute the ordering and financial administration of our scientific strategy. Act as a key subject matter expert in the tools and processes to execute the business of our research operations. Financial acumen will be required.
- Resolve issues. Be an enabling force in the support of DSc scientists to resolve operational challenges, manage issues and navigate complexity; especially when it comes to our financial data, vendor management, research collaborations, and people data. Rely on local and global support resources to remediate issues and advance our upstream processes to avoid issues in the first place.
- Deliver simplicity from complexity. Through report design and data management, enable DSc leaders with clean, accessible, and timely data related to their budget, lab resources, people and compliance to drive effective decision making in the organization. Proactively launch and lead initiatives to resolve any operational data issues and delivery new processes or programs.
- Effectively work within an organizational matrix. Establish and maintain relationships with DSc researchers and the BR Operations community to ensure alignment and execution of departmental and BR objectives. Operate within a matrix organization of support functions and third-party vendors to provide effective support of DSc and BR operations.
- Realize our technology strategy: Manage the planning, ordering, delivery, and realization of lab technologies including complex, integrated equipment systems.
- Support global departmental evolution: Proactively lead projects and design operational programs that support department priorities, including cross-functional coordination with user groups and support functions.

Essential Requirements:

- B.S. or M.S. degree in a scientific or management discipline with 3+ years in a business or lab operations capacity; or 5+ years working in a biology or chemistry research environment with operational accountabilities.
- A love for problem solving! Strong collaboration and organizational skills along with a proven attentiveness to detail are required. Must be solution oriented with comfort to exercise independent discretion and judgment to solve problems and prioritize effectively in a global and highly matrixed environment
- A user-oriented mentality and experience supporting others – specifically motivated to enable all of our associates with

- a track record of building relationships and engaging others in work.
- Strong information management and digital skillset that includes advanced knowledge of enterprise-level accounting, procurement and collaboration software.
- Project management, operational excellence, and design thinking skillsets with experience initiating and leading assignments with a proven ability to positively impact project goals.

Desirable Requirements:

- Demonstrated ability to optimize business processes with AI tools is highly desirable.
- A candidate willing to infuse creativity into operational tasks is strongly desired.

Compensation and Benefits:

The salary for this position is expected to range between \$85,400 and \$158,600 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.

To learn more about the culture, rewards and benefits we offer our people [click here](#).

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_RE

Business Unit

Research

Location

LOC_US

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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