

Execution Excellence & Commercial Portfolio Associate

Job ID

REQ-10084304

Jul 22, 2026

LOC_HK

About the Role

Major Accountabilities:

1. Business Analytics & Strategic Insights

Support enterprise decision-making through the generation of actionable, data-driven insights.

Key Responsibilities

- Analyze internal and external data sources to identify opportunities, risks, trends, and performance drivers.
- Develop forecasting models, scenario analyses, and business cases to support strategic decision-making.
- Monitor portfolio, market, customer, and competitor performance through regular analytics and reporting.
- Conduct deep-dive business analyses to answer critical strategic and operational questions.
- Support strategy development, annual planning, and business review processes.
- Translate complex analyses into clear, actionable recommendations for senior leadership.

2. Commercial Portfolio Management

Support portfolio value creation and long-term portfolio sustainability.

Key Responsibilities

- Support lifecycle management activities, including brand onboarding, launch readiness, LoE planning, and post-LoE performance monitoring.
- Track portfolio performance and identify opportunities for growth, resource optimization, and value maximization.
- Support partnership, alliance, licensing, and business development assessments through financial and operational analyses.
- Coordinate portfolio governance processes and cross-functional review meetings.
- Support financial forecasting, budget management, and operating plan development.
- Partner with Finance, Supply Chain, Regulatory, Legal, Medical, and Commercial teams to deliver portfolio objectives.

3. Execution Excellence & Performance Management

Drive fact-based performance management and continuous execution improvement.

Key Responsibilities

- Develop and maintain dashboards, scorecards, trackers, and KPI monitoring systems.
- Ensure consistent, accurate, and timely business reporting across functions.
- Generate performance insights to support resource allocation and prioritization decisions.
- Support field excellence, launch excellence, customer excellence, and capability-building initiatives.
- Participate in continuous improvement projects that enhance operational effectiveness and business outcomes.
- Standardize reporting processes, templates, and business review materials.

4. Strategic Project Management

Coordinate and execute high-priority cross-functional initiatives.

Key Responsibilities

- Lead designated projects from planning through execution.
- Develop project plans, workstreams, milestones, risk logs, and governance frameworks.
- Coordinate stakeholders across Commercial, Medical, Value & Access, Finance, Regulatory, Supply Chain, and external partners.
- Monitor project progress and proactively escalate key risks and dependencies.
- Facilitate workshops, business reviews, and strategic planning sessions.
- Ensure projects are delivered on time, within scope, and aligned with business objectives.

5. AI Transformation & Innovation Catalyst

Act as a catalyst for AI-driven transformation and future ways of working.

Key Responsibilities

- Identify opportunities where AI, automation, analytics, and digital solutions can create measurable business value.
- Support development, testing, deployment, and scaling of AI-enabled solutions, copilots, dashboards, and automation initiatives.
- Partner with business teams to translate operational challenges into AI and digital innovation opportunities.
- Drive adoption of AI tools through training, change management, communications, and user support.
- Evaluate and track business impact generated through AI and automation initiatives.
- Monitor external AI trends and emerging technologies, bringing best practices into the organization.
- Promote a culture of experimentation, innovation, and continuous learning.
- Serve as a local AI champion and actively contribute to the company's AI transformation agenda.

6. Leadership Reporting & Executive Communication

Deliver high-quality insights and communication materials for leadership teams.

Key Responsibilities

- Develop executive-level PowerPoint presentations for leadership reviews, strategy discussions, business planning, and portfolio governance meetings.
- Prepare clear and impactful business narratives supported by robust data and insights.
- Support monthly, quarterly, and annual business reviews.
- Simplify complex analyses into concise leadership recommendations and decision options.
- Continuously improve reporting efficiency, visualization quality, and storytelling effectiveness.

Key Performance Indicators

Business Analytics & Insights

- Quality and accuracy of analyses
- Timeliness of reporting
- Forecasting support effectiveness
- Actionability and impact of insights provided

Portfolio Management

- Portfolio performance tracking effectiveness
- Quality of business cases and evaluations
- Accuracy of planning and forecasting support
- Contribution to portfolio value creation initiatives

Project Management

- On-time project delivery
- Stakeholder satisfaction
- Effective risk and issue management

- Achievement of project objectives

AI Transformation

- Number of AI use cases identified, piloted, and implemented
- User adoption of AI solutions
- Productivity improvements delivered
- Process automation and simplification impact
- Contribution to country AI roadmap execution

Reporting Excellence

- Dashboard and reporting adoption
- Data quality and integrity
- Reduction in manual reporting effort
- Leadership satisfaction with reporting outputs

Ideal Background:

Education

- Bachelor's degree in Business, Economics, Finance, Statistics, Data Science, Engineering, Life Sciences, Pharmacy, Information Systems, or related disciplines.
- Master's degree is an advantage.

Experience

- 2–5 years of experience in analytics, consulting, business intelligence, strategy, finance, commercial excellence, project management, or related roles.
- Experience working with large datasets and business performance reporting.
- Experience managing or supporting cross-functional projects.
- Experience in pharmaceuticals, healthcare, consulting, FMCG, technology, or other data-intensive industries is preferred.

Languages

- English (required)
- Cantonese (required)
- Mandarin (preferred)

Critical Skills:

Analytics & Business Skills

- Advanced Excel (Power Query, Pivot Tables, Financial Modeling, Scenario Analysis)
- Strong analytical and problem-solving capability
- Business performance analysis
- Financial and commercial acumen
- Strategic thinking
- Data-driven decision making

Communication & Project Management

- Advanced PowerPoint and executive storytelling
- Project management and stakeholder coordination
- Structured problem solving
- Strong communication and influencing skills
- Attention to detail

- Ability to manage multiple priorities simultaneously

AI & Digital Skills

- Strong passion for AI, digital innovation, and emerging technologies
- Familiarity with Microsoft Copilot, Power BI, Power Platform, data visualization tools, and automation technologies
- AI literacy and prompt engineering mindset
- Curiosity to experiment, learn, and apply new technologies
- Technology adoption and change management capability
- Basic understanding of digital product development and business process automation

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_IM

Business Unit

General Management

Location

LOC_HK

Site

Hong Kong

Company / Legal Entity

HK02 (FCRS = HK002) Novartis Pharma

Functional Area

FCT_BS

Job Type

Full time

Employment Type

Regular

Shift Work

No

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