

# Trade and Contracts Governance Manager

Job ID

REQ-10081878

Jul 28, 2026

LOC\_PH

## About the Role

Major accountabilities:

- Develop and execute business plans, priorities, budgets, and performance objectives for assigned trade accounts and channels.
- Partner closely with Sales, Marketing, Value & Access, Finance, and other key functions to ensure alignment and execution excellence.
- Oversee end-to-end account and channel processes, including customer orders, deliveries, rebates, claims, data management, and process validation.
- Manage contract lifecycle activities, ensuring proper documentation, validation, compliance, and alignment with approved processes.
- Monitor account performance, stock levels, KPIs, trade programs, and contract adherence to support business objectives.
- Provide market insights, identify opportunities, and support business reviews with field sales and assigned channels.
- Drive ethical, compliant business practices in line with the Novartis Code of Ethics, quality, pharmacovigilance, and risk management standards.

Requirements:

- University degree in Science, Business, Marketing, or a related field.
- Operational experience in customer-facing roles, ideally with sales leadership exposure and key account management experience.
- Strong understanding of contract management, process governance, data validation, and commercial operations.
- Analytical mindset with the ability to interpret data, validate numbers, and recommend process improvements.
- Strong stakeholder management, communication, negotiation, and cross-functional collaboration skills.
- High ethical standards, business acumen, and the ability to operate in a regulated environment.

## 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>

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Division

DIV\_IM

Business Unit

Sales

Location

LOC\_PH

Site

Makati City

Company / Legal Entity  
PH03 (FCRS = PH003) Novartis Healthcare Philippines, Inc  
Functional Area  
FCT\_MM  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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