

Asset Rights and Source Manager

Job ID

REQ-10086643

Sep 22, 2026

LOC_MX

About the Role

Key Responsibilities

- Lead the collection, management, and governance of creative source files and asset rights documentation across marketing and content operations activities.
- Partner with Agencies of Record (AORs) and internal stakeholders to ensure source file packages are uploaded accurately and on time into Digital Asset Management (DAM) platforms.
- Develop, document, and continuously improve processes related to source file acquisition, storage, asset rights management, and compliance tracking.
- Ensure contracts, licenses, release forms, consent documentation, and other rights-related materials are appropriately stored and maintained.
- Collaborate with Legal, Compliance, Procurement, and Content Operations teams to ensure asset rights processes align with regulatory and organizational requirements.
- Monitor agency compliance with source file and rights management requirements and provide reporting on performance, risks, and improvement opportunities.
- Analyze asset usage rights and licensing information to support content reuse and maximize the value of existing assets.
- Maintain accurate records and documentation to support audit readiness and risk mitigation efforts.
- Partner with Content Enablement teams to identify opportunities for DAM enhancements, process automation, and operational efficiencies.
- Build strong relationships with agency partners and internal stakeholders to gather feedback and implement continuous improvements.
- Serve as a trusted subject matter resource on asset rights, source file management, and content governance best practices.

Essential Requirements

- Bachelor's degree in Business, Communications, Marketing, Legal Studies, Information Management, or a related field, or equivalent professional experience.
- 5+ years of experience in asset rights management, content operations, creative operations, digital asset management, agency operations, marketing production, or a related field.
- Strong understanding of asset rights, licensing, usage rights, release forms, contracts, and source file management processes.
- Experience working with creative agencies and managing relationships across multiple stakeholders.
- Hands-on experience with Digital Asset Management (DAM) platforms and content governance processes.
- Demonstrated ability to develop and improve operational processes, standards, and governance practices.
- Strong analytical skills with the ability to identify risks, trends, and opportunities for optimization.
- Excellent organizational skills with exceptional attention to detail and the ability to manage multiple priorities simultaneously.
- Strong communication and stakeholder management capabilities, with the ability to influence and collaborate across cross-functional teams.
- Experience partnering with Legal, Compliance, Procurement, or related functions to ensure compliant content and asset management practices.
- Proven ability to work effectively in a matrixed, fast-paced, and evolving environment.

- Fluency in English required.

Preferred Qualifications

- Experience within pharmaceutical, healthcare, life sciences, or other highly regulated industries.
- Knowledge of creative production workflows, art buying, content supply chains, and asset procurement processes.
- Experience supporting DAM implementations, enhancements, or content transformation initiatives.
- Familiarity with metadata management, content lifecycle governance, and digital content operations best practices.

Commitment to Diversity & Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Role Requirements

Division

DIV_IU

Business Unit

Marketing

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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