

Execution Excellence & Commercial Portfolio Associate

Job ID
REQ-10084304
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Гонконг
Available in: English

Сводка

The Execution Excellence & Commercial Portfolio (EE & CP) Associate is a high-impact enabling role responsible for supporting business performance, portfolio value optimization, execution excellence, and AI transformation across the organization.

This role combines advanced analytics, business insight generation, portfolio management support, strategic project management, and digital innovation to enable data-driven decision-making and execution excellence across Commercial, Medical, and Value & Access functions.

The EE & CP Associate serves as a trusted business partner by transforming complex data into actionable insights, coordinating strategic initiatives, developing executive-level reporting, and championing AI-enabled ways of working that improve productivity, decision quality, and organizational effectiveness.

The ideal candidate is highly analytical, intellectually curious, technology-savvy, and passionate about leveraging AI, data, and innovation to solve business problems and accelerate organizational transformation.

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

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<https://www.novartis.com/about/strategy/people-and-culture>

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Дивизион

International

Business Unit

General Management

Место

Гонконг

Сайт

Hong Kong

Company / Legal Entity

HK02 (FCRS = HK002) Novartis Pharma

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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