

# Associate Director Pipeline Management

Job ID

395170BR

Jul 10, 2024

Japan

## Summary

-Responsible for overseeing the product portfolio and project management process in a sub-part of the overall organization (major region, region, country, group, division, subsidiary, or other sub-part)

## About the Role

### Major accountabilities:

- Provides Project Portfolio reports enabling decision making and prioritization of project portfolio.
- Owns the cross-functional project plans in the respective Project Management tools -Creates portfolio reports to ensure proper project management and oversight by major stakeholders to support decision making and prioritisation (e.g. adequate resource forecasts, historical read-out of portfolio trends.
- etc.) -Oversees and reviews resource forecasting for project portfolio, ensures that information is accurate and up-to-date, creates governance processes for monitoring forecast accuracy -Responsibility for the development and implementation of the project plans in the respective Development Project Management tools together with line function team -Ensures further enhancement and development of tool according to need of Project management and other stakeholder.
- Distribution of marketing samples (where applicable)

### Key performance indicators:

- Optimizing resources and productivity.
- Ensure timely and informed project decisions -Customer / partner/ project feedback and satisfaction - Adherence to Novartis policy and guidelines

### Minimum Requirements:

#### Work Experience:

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.
- Functional Breadth.
- Critical Negotiations.

#### Skills:

- Account Management.
- Building Construction.
- Business Administration.

- Business Relationship Management (Brm).
- Capital Market.
- Corporate Development.
- Cross Functional Collaboration.
- Drug Development.
- Financial Modeling.
- Innovative Forward Thinking.
- Investment Portfolio.
- IT Portfolio Management.
- Mergers & Acquisitions (M&A).
- Operations.
- Pipeline (Software).
- Pmp (Project Management Professional).
- Portfolio Analysis.
- Prioritization.
- Project Management.
- Senior Management.
- Virtual Private Server.

**Languages :**

- English.

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

Division

Development

Business Unit

Innovative Medicines

Location

Japan

Site

Head Office (Japan) (Pharmaceuticals)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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