

LDC PMO Specialist

Job ID
REQ-10013885
Jul 09, 2024
Czech Republic

Summary

-Provide operational support in the execution of approved initiatives. Support data collection and analysis.

About the Role

Major accountabilities:

- Support the Heads and their teams in running the day-to-day management activities.
- Support the execution of key operational processes for the Function such as: financial reporting and budgeting planning, hiring and location strategy, people development and upskilling, training, and communications, etc. to ensure smooth running of the business and achievement of operational targets - Support the adoption of Ways of Working implemented on a local or global level in line with organisational direction.

Key performance indicators:

- Timely and accurate LF reviews and budgeting process, -Operational targets (including Talent, HC, I2P, Project and Service Delivery, Financials, Risk & Compliance, etc.) are met -Effective collaboration model in place within and across LDC Program -Adoption of New WoW by the Function (portfolio productization, number of associates trained/squad camps)

Minimum Requirements:

Work Experience:

- Influencing without authority.
- Financial Management.
- Track record delivering global solutions at scale.

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
Operations
Business Unit
CTS
Location
Czech Republic
Site
Prague
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o
Job Type
Full time
Employment Type
Regular
Shift Work
No
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EEO Statement :

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