

Specialist Resource Management & PMO

Job ID

REQ-10043179

März 10, 2025

Tschechien

Summary

- Assist in LDC Project Management Office and Program onboarding activities
- Help ensure operational processes run smoothly and support continuous process improvement.
- Contribute to initiatives related to productivity, project management, resource management resource onboarding

About the Role

Major accountabilities:

- Support and navigate through LDC Onboarding program of resources
- Support the PMO Head or team members with daily management tasks.
- Help manage key operational processes such as coordination, reporting, resource management, supplier management, and communications to ensure smooth operations.
- Identify opportunities to enhance service levels and address any risks or issues within the function.
- Support initiatives aimed at standardizing processes and improving cost efficiency across functions.
- Ensure compliance with security and policy guidelines within the scope of Operational Excellence and Planning.
- Help identify areas for improvement in the operating model once implemented.
- Assist in implementing cross-functional initiatives, processes, and tools.

Minimum Requirements:

Work Experience:

- Experience of >3 years in working in global matrix organizations
- Interactions with senior management
- Track record delivering global solutions at scale
- Collaborating across boundaries

Skills:

- Planning
- Change Management
- Stakeholder Management
- Organization Development
- Analytical Thinking
- Business Acumen
- Presentation Skills

- Advanced MS Office skills

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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>

Division

Operations

Business Unit

CTS

Standort

Tschechien

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10043179

Specialist Resource Management & PMO

[Apply to Job](#)

Source URL: <https://uat2.novartis.de/careers/career-search/job/details/req-10043179-specialist-resource-management-pmo>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Specialist-Resource-Management---PMO_REQ-10043179-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Specialist-Resource-

