

Specialist Resource Management & PMO

Job ID
REQ-10043179
Mar 10, 2025
Czech Republic

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

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Division

Operations

Business Unit

CTS

Location

Czech Republic

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

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