

Associate Director ERP SAP Project Manager

Job ID

REQ-10044876

May 13, 2025

Spain

Summary

Location: Prague, Czech Republic; Barcelona, Spain

The Architecture, Platforms & Data organisation is looking for an Associate Director ERP SAP Project Manager to join the team!

The Associate will work in ERP NTO (Novartis Technical Operations) department. A multiple locations team, that work with strong commitment and solid knowledge to support Novartis Business to deliver high quality products to our Patients.

This organization is responsible for the delivery of SAP programs, projects and enhancements related to the following business areas: manufacturing, quality management, supply chain planning, intercompany, foreign trade, research and development, plant maintenance, track & trace, logistics.

About the Role

Your responsibilities include, but are not limited to:

- Manage the scoping, effort estimations, deployment and delivery of projects of medium and high complexity (determined by budget, timeline and stakeholder), providing IT solutions that meet business requirements.
- Lead and manage the delivery of internal and outsourced ERP projects from project initiation to smooth transition to operations, ensuring timely delivery and adherence to quality standards.
- Develop and implement risk management strategies to identify, assess, and mitigate project risks. Be the primary point of contact for all project related escalations.
- Communicate effectively with senior stakeholders, providing regular updates and addressing concerns promptly.
- Collaborate with Business Partners to ensure project alignment with business objectives.
- Monitor project progress and make necessary adjustments to ensure successful outcomes.
- Agree delivery terms with vendors, proactively monitor their activities and invoicing process.
- Foster a culture of continuous improvement and innovation within the project team.

What you will bring to the role:

- 5+ years of experience at ERP (SAP) project management.
- Proven experience in project management within the pharmaceutical industry.
- Experience in Project change management and Project budget management.
- Project team management and experience leading large and/or diverse multi-functional teams.
- Strong knowledge of risk management principles and practices and Project risk management.

- Excellent communication and interpersonal skills, with strong ability to manage senior stakeholders and navigate complex environments.
- Problem-solving and decision-making attitude
- Vendor management.

Desired:

- University Degree or adequate equivalent - Bachelor degree in Business/technical SAP knowledge in specified modules/process areas is an added advantage
- PMP or similar project management certification is preferred.

You'll receive (CZ only):

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Operations
Business Unit
Universal Hierarchy Node
Location
Spain
Site
Barcelona Gran Vía
Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o
Alternative Location 1
Prague, Czech Republic
Functional Area
Technology Transformation
Job Type
Full time
Employment Type
Regular
Shift Work
No
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