

Specialist Resource Management & PMO

Job ID
REQ-10043179

3月 10, 2025

Czech Republic

摘要

- 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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部门
Operations

Business Unit
CTS

地点
Czech Republic

站点
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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