

# Senior Project Manager

Job ID  
REQ-10008709  
Jul 23, 2024  
Austria

## Summary

As a Senior Project Manager within Novartis Austria, you will be responsible for planning and executing projects with a particular focus on pharmaceutical transfers with CAPEX investment. You will ensure timelines of each sub workstreams (Transfer, Procurement, Technical, Quality and Supply) are met and the project remains within budget. You will be expected to deliver these projects on time, within budget and to the expected high quality.

## About the Role

### Major accountabilities:

Your responsibilities include, but are not limited to:

- Responsible to deliver assigned projects on time, within scope, within budget and with quality (e.g. timely execution of cross-functional plans, accurate monitoring and tracking of defined activities, overseeing budget).
- Ensure efficient and transparent allocation of project team resources to accomplish project tasks
- Align project objectives and priorities with team(s) members.
- Ensures active and continuous risk assessment and management to minimize project risks.
- Acts as point of contact and establishes appropriate channels to communicate projects progress and performance on a regular basis to internal and external stakeholders (e.g. communication to Steering Committees / Customers).
- Leads change management activities to ensure organizational readiness for implementation.
- Creates and maintains comprehensive project documentation, including the project charter and project plan.
- Provides the necessary training, coaching and tools to project team members to facilitate effective and efficient project management.
- Tracking and reporting of performance metrics for the organization, interpreting information and proposing action to team and management.
- Ensures compliance to Novartis and other relevant regulations and quality standards, shares best practices and lessons learned.
- Build and sustain a strong network in and outside the organization.

- Role model the culture aspiration of being Curious, Inspired, Unbossed and Self-Aware.
- Develop trusting and respectful relationships.

### **What you'll bring to the role:**

- University degree in Chemistry, Biochemistry, Biotechnology, Bioprocess Engineering or equivalent scientific degree
- Languages: fluent in German and English
- Experience: Ideally 5 years of professional experience in the pharmaceutical industry, with proven track records in leading complex projects in cross-functional teams and working at interface between different departments (QA, Development, Finance, Engineering). Excellent management skills with respect to strategic planning and operational execution. Expertise in the field of biotechnology, cell culture development/production and bioanalysis of advantage

### **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>

### **Imagine what you could do here at Novartis!**

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development options as well as worldwide career opportunities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €77,543.90/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

We are open for part-time and job-sharing models and support flexible and remote working where possible.

### **Commitment to Diversity & Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

Our recruitment decisions are based on selecting the best person for the job, regardless of gender, religion, age, colour, race, sexual orientation, nationality or disability.

### **Join our Novartis Network:**

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

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

**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>

Division

Operations

Business Unit

Innovative Medicines

Location

Austria

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Adjustments for Applicants with Disabilities

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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