

# LDC PMO Resource Specialist

Job ID  
REQ-10013885  
Oct 09, 2024  
Czech Republic

## Summary

-Provide operational support in the execution of approved initiatives. Support data collection and analysis.

## About the Role

### Major accountabilities:

- Support the Heads and their teams in running the day-to-day management activities.
- Manage the execution of key operational processes for the LDC Program as: enrollment of associates training, resource management, regular reporting and communications, etc. to ensure smooth running of the business and achievement of operational targets
- Assistance with PMO activities across the program
- Monitor the Function's overall performance (services, quality) and proactively identify opportunities to increase service levels and mitigate any functional level risks or issues.
- Support the adoption of Ways of Working implemented on a local or global level in line with organizational direction.

### Key performance indicators:

- Operational targets (including Onboarding / Offboarding requests, Regular resource management activities, Training Compliance, etc.) are met
- Effective collaboration model in place within and across LDC Program
- Adoption of New WoW by the Function (portfolio productization, number of associates trained/squad camps)

### Minimum Requirements:

#### Work Experience:

- Influencing without authority
- Financial Management
- Reporting
- Track record delivering global solutions at scale

#### Skills:

- Analytical Thinking
- Business Acumen
- Change Management
- Advanced Excel skills

- Organization Development
- Planning
- Presentation Skills
- Servant Leadership
- Stakeholder Management

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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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