

# LDC PMO Specialist

Job ID  
REQ-10013885  
Jul 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.
- Support the execution of key operational processes for the Function such as: financial reporting and budgeting planning, hiring and location strategy, people development and upskilling, training, and communications, etc. to ensure smooth running of the business and achievement of operational targets - Support the adoption of Ways of Working implemented on a local or global level in line with organisational direction.

### Key performance indicators:

- Timely and accurate LF reviews and budgeting process, -Operational targets (including Talent, HC, I2P, Project and Service Delivery, Financials, Risk & 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.
- Track record delivering global solutions at scale.

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Division  
Operations  
Business Unit  
CTS  
Location  
Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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