

# Japan Program Manager

Job ID  
REQ-10035100  
Jan 05, 2025  
Japan

## Summary

## About the Role

### Major accountabilities:

- Assists in the planning and execution of assigned projects while adhering to budget, scope and schedule requirements.
- Helps ensure consistent practices throughout all phases of the project life cycle.
- Prepares technical reports, summaries, protocols and quantitative analyses.
- Executes high quality, integrated cross-functional plans for projects.
- Applies best practices in the development, initiation, planning, execution, control and closing of projects.
- Interacts with research and development, marketing, manufacturing and regulatory departments.
- A seasoned, experienced professional with a full understanding of area of specialization; resolves a wide range of issues in creative ways.
- Demonstrates good judgment in selecting methods and techniques for obtaining solutions.
- Networks with senior internal and external personnel in own area of expertise.
- Contributes to many cost center goals and objectives; may contribute to service line goals -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Timely delivery of project as defined -Project delivery and tracking to meet project budget Operational excellence -Customer Feedback

### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution.
- Project Management.
- Cross Cultural Experience.
- Functional Breadth.
- Collaborating across boundaries.
- Regulatory Submissions.

### Skills:

- Health Authorities.
- Regulatory Submissions.
- Program Strategy and Life Cycle Management.
- Vendor Management.
- Knowledge of TQM and related industry GxP standards and processes.
- End-to-End Drug or Device Development.
- Compound to the Clinic - Preclinical and Translational Medicine.
- Finance Management.
- R&D Program Management.
- R&D Portfolio Management.
- Clinical Research Phases.

**Languages :**

- English.

**Why consider Novartis?**

817million. That’s how many lives our products touch. And while we’re proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people’s lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you’re given opportunities to explore the power of digital and data. Where you’re empowered to risk failure by taking smart risks, and where you’re surrounded by people who share your determination to tackle the world’s toughest medical challenges.

**We are Novartis. Join us and help us reimagine medicine.**

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<https://www.novartis.co.jp>

Japan

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[midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com)

**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>

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Division

Development

Business Unit

Innovative Medicines

Location

Japan

Site

Head Office (Japan) (Pharmaceuticals)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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[r.japan@novartis.com](mailto:r.japan@novartis.com)

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