

LDC PMO Resource Specialist

Job ID

REQ-10013885

oct 09, 2024

République tchèque

Résumé

-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

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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Emplacement

République tchèque

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

[Apply to Job](#)

Job ID

REQ-10013885

LDC PMO Resource Specialist

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10013885-ldc-pmo-resource-specialist>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>

3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/LDC-PMO-Specialist_REQ-10013885
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/LDC-PMO-Specialist_REQ-10013885