

## Real Estate Capital Program Manager

Job ID  
REQ-10046212

4月 17, 2025

Slovenia

### 摘要

Locations: Ljubljana, Prague #Hybrid

#### About The Role:

Lead the planning, execution, and financial oversight of multiple commercial office projects in the EMEA region, ensuring alignment with business objectives, budget accuracy, and sustainability goals. Act as the central coordinator between project teams, senior leadership, and key stakeholders to optimize capital investments and enhance operational efficiency. Manage budgeting, cost estimation, and long-term planning while overseeing financial performance. Ensure projects are delivered on time, within budget, and in compliance with quality standards, driving efficiency and maximizing value across all capital investments.

#### About the Role

## Major accountabilities:

- Develop and maintain a structured roadmap for commercial offices projects, ensuring alignment with strategic objectives. Oversee capital and operational expenditure (CAPEX/OPEX) planning, ensuring cost accuracy and financial viability.
- Standardize cost estimations and budgeting methodologies across projects and geographies. Provide financial analyses, including cost-to-value assessments and return on investment (ROI) evaluations.
- Monitor project performance, identifying deviations and implementing corrective actions. Manage a portfolio of commercial offices projects, ensuring timely delivery, budget adherence, and quality compliance.
- Act as the primary liaison for project updates, consolidating progress reports and communicating with leadership. Incorporate external resources at due time for project execution. Coordinate cross-functional teams, including internal resources, external consultants, and suppliers.
- Develop and maintain detailed project plans, tracking milestones, risks, and dependencies. Facilitate regular meetings with project teams and steering committees, ensuring transparency and collaboration.
- Identify and mitigate financial, operational, and project-related risks. Ensure compliance with industry standards, internal governance, and regulatory requirements. Integrate sustainability initiatives into capital planning and commercial offices development.
- Oversee project safety, environmental compliance, and quality assurance. Develop and implement tools, templates, and best practices for budgeting and project management. Support transition and change management initiatives for new facilities or systems. Drive efficiency improvements and cost savings through supplier optimization and process enhancements.

## Minimum Requirements:

- Over 8 years of experience in project management and financial planning, or related roles within commercial offices, construction, or the pharmaceutical industry.
- Proven experience managing large-scale capital projects and multi-project portfolios. Knowledge of project management and construction techniques.
- Experience in designing fit-out offices.
- Deep financial expertise in CAPEX/OPEX budgeting, forecasting, and cost control. Proficiency in project management methodologies and tools (e.g., MS Project, Primavera, Agile, Waterfall).
- Advanced skills in data analysis, reporting, and financial software.
- Excellent stakeholder management and cross-functional coordination abilities.
- Knowledge of sustainability principles and their integration into capital planning. Must have the initiative to develop functional and economical solutions to assignments. Cost control
- Strong and effective written and verbal communications (English).

## Languages :

- English.

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部门  
CTS

Business Unit  
Universal Hierarchy Node

地点  
Slovenia

站点  
Ljubljana

Company / Legal Entity  
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Alternative Location 1  
Prague, Czech Republic

Functional Area  
Facilities & Administration

Job Type

Full time

Employment Type  
Regular

Shift Work  
No

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