

Project Coordinator Strategy

Job ID
REQ-10058556

7月 23, 2025

India

摘要

LDC PMO for Commercial function

About the Role

As a strategic project associate at Novartis Group, you will be driving key initiatives aimed at enhancing economic value and securing competitive advantage. Reporting to the LDC PMO Lead, this person in the role will be responsible for handling a small to medium project ensuring delivering key business results and building a lasting capability in the in-country teams to continue to deliver these projects going forward.

Major Accountabilities

- Advance knowledge in two or more PMO skill areas for delivering projects/transformation programs. Independently use multiple sources of information including broader stakeholder

views to develop solutions and recommendations.

- Demonstrate ability to build and manage relationships with stakeholders in mid-level leadership positions.
- Ability to deliver independently with high quality and little supervision to achieve successful outcomes within the planned budget and timeline.
- Establishing and enforcing project management protocols aligned with our standards, procedures, and guidelines. Design and implement integrations between different enterprise PMO systems.
- Working in a collaborative manner with business leaders and teams, and additional functional colleagues, you will address business and leadership development challenges and opportunities in alignment with Novartis's strategy, driving personal growth.
- Support, organize and sustain workload of small project teams or work streams and act to resolve issues which prevent the team working effectively.
- Take a leading role on delivering internal strategic initiatives e.g., identifying opportunities to expand consulting solutions, developing consulting tools and developing the teams' professional skills.
- Support development of the project portfolio through being an active member of a Business Unit aligned team e.g. providing regular status reporting and stakeholder management updates.
- Oversee the implementation of end-to-end project and work closely with stakeholders to understand their business needs.
- Fostering project portfolios through capacity-building and aligning talent development with our consulting strategy. As part of team management, your role also includes mentoring team members, helping them recognize their strengths and fostering their personal and career development.
- Demonstrate ability to assimilate new knowledge. Keeping up to date with the latest developments in technology and advising clients on how they can take advantage of new tools and techniques.

Essential Requirements:

- Bachelor's degree in information technology, computer science, engineering, business, or equivalent work experience.
- 5-8 Years of proven experience as a Technical Manager or similar role, preferably in a technology or engineering environment
- Strong understanding of project management methodologies and best practices.
- Proficient in project management software and tools.
- Expert knowledge on MS Project Online - Implementation, Maintenance and Expert know how of Project Management
- Excellent problem-solving and analytical skills.
- Ability to work independently and manage multiple projects simultaneously.
- Excellent leadership, communication, and interpersonal skills.
- Strong attention to detail and organizational skills.
- Ability to work well under pressure and meet tight deadlines.

Desirable requirements:

- Exposure in Master Service Agreements, Contracts, or SOWs.
- Previous work experience in areas of Change Management, Project and Program Management.

- Background in consulting or managing projects within Pharma, Healthcare, and Life Sciences.
- Certification in PMP, Agile/Scrum/Safe, or PRINCE2 is beneficial.
- Excellent interpersonal skills for interacting with diverse senior stakeholders.

Preferred requirements:

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more

here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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>

部门

Operations

Business Unit
CTS

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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