

Project Manager - Strategy and Planning

Job ID
REQ-10062985

9月 25, 2025

India

摘要

Join a dynamic team supporting strategic transformation and employee engagement in Research & Development Quality (RDQ). The role offers hands-on experience in project coordination, change management, and internal communications, with exposure to senior leadership and cross-functional collaboration.

About the Role

Key Responsibilities

- Strategic Engagement & Program Support- Accountable for monthly functional updates. Assist in organizing the quarterly RDQ Connect townhalls and Quality Architect Series sessions.
- Project Coordination & Change Management-Manage RDQ governance structure with relevant document preparations, content and quality checks, Maintain and update RDQ digital

presence with relevant communications and postings. Support Change Ambassador Network by collaborating with stakeholders on culture and engagement initiatives.

- Conduct ad-hoc projects and support with project management activities (e.g., Use of consistent templates, driving input for updates, support teams with documentation for steering committee meetings)
- Communications & Branding-Help develop and implement communication strategies aligned with corporate branding. Monitor engagement metrics and gather feedback to improve outreach efforts. Apply state of the art digital tools for employee engagement and presentation materials
- Collaboration & Networking-Build relationships across RDQ Leadership Team, PMO Community, and Ambassador Networks

Role Requirements :

- Bachelor ' s degree in Life Sciences, Statistics, Information Technology or related fields. Master ' s degree or equivalent is a plus.
- Excellent English language skills (verbal and written)
- Minimum 4 years of experience in Project Management role
- Very good communication skills
- Project/program management
- High proficiency in Microsoft Office (PowerPoint, Excel, Word, Outlook)
- Strong GenAI literacy, including: Use of AI tools for content generation and productivity, Visual effects creation and enhancement of PowerPoint slides, Communication tools that support storytelling and engagement

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>

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

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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

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>

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部门

Development

Business Unit

Universal Hierarchy Node

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Quality

Job Type

Full time

Employment Type
Regular

Shift Work
No

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