

Project Manager, Process Excellence

Job ID
REQ-10065551

11月 03, 2025

USA

摘要

The Project Manager will lead cross-functional initiatives within a research-driven environment, ensuring timely delivery of strategic projects that enhance operational performance. This role emphasizes structured project execution, stakeholder engagement, and robust change management to support Biomedical Research (BR) goals. The Project Manager will collaborate with scientific and operational teams to drive alignment, transparency, and measurable impact across BR, while fostering a culture of adaptability and continuous improvement.

#LI-Hybrid

Internal Title: Project Manager

Location: Cambridge

This role is based in Cambridge, MA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Lead and manage complex projects from initiation through execution and closure, ensuring alignment with strategic objectives and timely delivery.
- Develop detailed project plans, timelines, and resource allocations, and monitor progress against milestones.
- Facilitate cross-functional collaboration, ensuring effective communication and coordination among scientific, operational, and support teams.
- Apply structured change management methodologies to guide teams through transitions, ensuring stakeholder engagement, adoption, and sustainability of new processes or systems.
- Identify risks and develop mitigation strategies to ensure project success.
- Prepare and present project updates, dashboards, and reports to senior leadership and stakeholders.
- Promote a culture of accountability, transparency, and continuous improvement across project teams.
- Maintain comprehensive project documentation including charters, plans, meeting minutes, and lessons learned.
- Build and maintain strong relationships with internal and external partners to ensure alignment and support.
- Serve as a change agent by coaching teams through organizational shifts and fostering resilience in dynamic environments.

Essential Requirements:

- Bachelor ' s degree in life sciences, engineering, business discipline or related field
- Minimum of 5 years of experience in project management,
- Proven track record of successfully managing cross-functional projects in a matrixed organization.
- Strong knowledge of project management methodologies and tools.
- Demonstrated experience in change management, including stakeholder analysis, communication planning, and implementation support.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in project management software (e.g., MS Project, JIRA).
- Exceptional communication and interpersonal skills, with the ability to influence and collaborate across all levels.
- Demonstrated proficiency in leveraging AI-powered productivity tools (e.g., Microsoft Copilot, ChatGPT, or similar) to enhance project planning, data analysis, documentation, and stakeholder communication.

Desirable Requirements:

- Experience in a research or drug discovery environment.
- PMP or equivalent certification is highly desirable; certification in change management (e.g., Prosci, ACMP) is a plus.
- Experience working across multiple sites or in international settings

The salary for this position is expected to range between \$114,100 and \$211,900 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

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>

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The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门

Biomedical Research

Business Unit

Universal Hierarchy Node

地点

USA

状态

Massachusetts

站点

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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