

Project Manager - PMO (Procurement)

Job ID
REQ-10066372

11月 06, 2025

Czech Republic

摘要

The Project Manager - PMO (Procurement) is responsible for leading and delivering key procurement-driven initiatives, ensuring best-in-class operational performance and continuous improvement across the procurement organization. This role acts as a strategic business partner to internal stakeholders, driving value through effective project management, robust performance management, and strong collaboration with business and procurement teams. The Project Manager ensures that procurement operations are efficient, compliant, and aligned with organizational objectives, enabling both end-users and procurement teams to work seamlessly.

Location: Prague, Czech Republic
#LI-Hybrid

About the Role

Key responsibilities:

- Serve as a trusted advisor to business stakeholders, understanding their needs and aligning procurement initiatives to support business objectives.
- Foster strong relationships with category teams, Global Process Owners, Tower Heads, and CFOs.
- Lead change management and adoption of global procurement systems, standards, and processes at the country and regional level.
- Develop, monitor, and report on key performance indicators (KPIs) for procurement operations.
- Drive continuous improvement and standardization of procurement processes, leveraging data and analytics to identify opportunities for increased efficiency and effectiveness.
- Ensure compliance with global and local policies, and proactively address risks and issues.
- Lead and coordinate the delivery of key procurement projects and initiatives, from planning through execution and closure.
- Manage project scope, resources, timelines, and budgets to achieve desired outcomes.
- Oversee implementation of new tools, systems, and processes, ensuring successful rollout and user adoption.
- Facilitate cross-functional collaboration and communication to ensure project alignment and stakeholder engagement.

Essential Requirements:

- Master ' s degree/Advanced degree in Business, Finance, Operations Management, or similar required.
- Additional qualifications (e.g., Project Management, Agile) preferred.
- Over 7 years of relevant business experience, preferably in pharmaceutical, FMCG or large MNCs.
- Demonstrated and substantial experience working directly with senior leadership is required and effectively collaborating with top-level stakeholders to drive organizational success.
- Demonstrated experience in leading cross-functional projects and business partnering.
- Excellent spoken and written English.
- Strong proficiency in PowerPoint and excel tools
- Proven ability to analyze complex data and effectively prepare and present executive-level summaries and presentations.
- Strong Business partnering and relationship management experience with senior leadership
- Performance management and KPI tracking
- Project management and planning
- Financial acumen and budget management

Commitment to Diversity and Inclusion / EEO paragraph

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

Accessibility and Accommodation:

Prague: Novartis is committed to working with and providing reasonable accommodation to all

individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Local benefits

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card

Find out more about Novartis Business Services: <https://www.novartis.cz/>

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

Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
Procurement

Job Type
Full time

Employment Type
Regular

Shift Work
No

[Apply to Job](#)

Accessibility and accommodation

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

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



Job ID
REQ-10066372

Project Manager - PMO (Procurement)

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10066372-project-manager-pmo-procurement>

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/NovartisCareers/job/Prague/Project-Manager---PMO--Procurement-REQ-10066372-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Project-Manager---PMO--Procurement-REQ-10066372-1>