

Senior Expert Project & Portfolio Excell. (m/f/d) / Vi š ji ekspert odli č nosti projektov in portfelja (m/ ž /d)

Job ID
REQ-10066581

11月 17, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija / Location: Menge š (Slovenia), Schafftenau (Austria)

The Senior Expert Project & Portfolio Excellence will actively manage the external costs planning of Technical Research & Development 's (TRD) drug development portfolio, support the life cycle management of the associate technical development plans on work package level.

Our Development Team is guided by our purpose: to reimagine medicine to improve and extend people 's lives. To do this, we are optimizing and strengthening our processes and ways of working. We are investing in new technologies and building specific therapeutic area and platform depth and capabilities - all to bring our medicines to patients even faster. We are seeking key talent, like you, to join us and help give people with disease and their families a brighter future to look forward to.

Apply today and welcome to where we thrive together!

—

Kot Vi š ji ekspert odli č nosti projektov in portfelja boste imeli odgovornost za aktivno na č rtovanje zunanjih stro š kov portfelja razvoja zdravil TRD, podpora upravljanju ž ivljenjskega cikla povezanih tehni č nih razvojnih na č rtov na ravni delovnega paketa.

Č e i š č ete izzivov polno, a hkrati nagrajuje č o prilo ž nost, kjer lahko ustvarite pomemben vpliv, vas vabimo, da oddate svojo prijavo. I š č emo klju č ne talente, kot ste vi, da se nam pridru ž ite in pomagajte ljudem pri č arati svetlej š o prihodnost.

About the Role

Key Responsibilities:

- Manage the external costs planning for assigned drug development projects including cost forecasting, tracking, rephasing, and reporting.
- Demonstrate full cost awareness. Review and validate cost planning input received from the development team members and partners.
- Proactively liaise with key stakeholders and development partners for project cost tracking and phasing.
- Translate the TRD development project plan into work packages and support up to date and realistic development project planning and realistic forecasting.
- Provide resource management data entry into designated planning systems on behalf of respective business partners.
- Demonstrate expert knowledge in all relevant planning processes, templates, and tools and actively contribute to the development of resource planning process governance, standards, and best practices.
- Support the Project and Portfolio Excellence Data and Systems team in creation of business insights and visualizations.
- Act as coach/mentor for team members with less experience.

Essential Requirements:

- Technical or Business Administration Degree and fluent in English.
- At least 3 years ' experience in pharmaceutical industry in technical development (potentially in other development functions, project management or finance as well).
- Technical and/or business school education, Broad understanding and background of development and technical operations environments.
- Adaptable and flexible. Must demonstrate ability and willingness to learn new systems and processes quickly and readily.
- Great attention to accuracy and detail. Demonstrated technical and database skills.
- Strong customer focus; experience in working in service functions or providing customer support.
- Experience in working within a global team environment and be a supportive team player.
- Very good communication, time management and presentation skills - must be able to interact with many stakeholders and people from different sectors and levels.

Desirable Requirements:

- Bachelor of Science in Pharma or Life Science.
- German Language.

We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

Benefits and Rewards: Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Well-being), Unlimited learning and development opportunities.

You 'll receive (for Austria only):

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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 65,605.54 a year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

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.

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 diversity.inclusionslo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

—

Va š e klju č ne odgovornosti:

- Izvajanje upravljanje zunanjih stroškov za portfelj projekta zdravil TRD CMC, vključno z napovedovanjem stroškov, sledenjem in poročanjem.
- Nadzor nad stroški za vse dodeljene projekte. Pregled in potrditev podatkov o načrtovanju stroškov, prejetih od članov ekipe CMC in razvojnih partnerjev.
- Nudjenje podpore pri vzpostavljanju in vzdrževanju za med-funkcionalne tehnične razvojne načrte (TDP) in zagotavljanje pravočasne posodobitve delovnih paketov pred točkami odločanja in drugimi točkami odločanja.
- Proaktivno sodelovanje s člani ekipe CMC, razvojnimi partnerji in finančnim BPA LF za sledenje stroškom projektov in faziranje.
- Aktivno prispevanje k razvoju procesov in upravljanju podatkov za vnos podatkov o upravljanju virov v sisteme, ki jih uporablja Razvoj ali Tehnične raziskovanje in razvoj.
- Nudjenje pomoči pri upravljanju časovnic za upravljanje tehničnih projektov in portelja (TPPM).
- Zagotovitev, da se preveri naročilnica preko preverjanje podatkov in vnos podatkov v določene sisteme za načrtovanje in sledenje.
- Delovanje kot trener/mentor za člane ekipe z manj izkušnjami (uvajanje notranjih procesov).

Vaš doprinos k delovnem mestu:

- Univerzitetna stopnja izobrazbe, tehnična ali poslovna smer.
- Minimalno 3 leta izkušenj v farmacevtski industriji na področju tehničnega razvoja (pomožnosti tudi na drugih področjih razvoja, projektnega vodenja ali financ).
- Aktivno znanje angleškega jezika.
- Visoka usposobljenost za delo z digitalnimi podatki in pripravljenost na hitro učenje novih sistemov ter procesov.
- Izkušnje z delom v mednarodni ekipi.
- Natačnost in fokus na detajle.
- Dobre komunikacijske sposobnosti in izkušnje z nastopanjem pred večjim številom deležnikov.
- Močne organizacijske sposobnosti in zmožnost doseganja časovnih rokov.
- Morate biti sposobni delati samostojno in opravljati nove naloge z minimalnim nadzorom.

Zaželeno izkušnje

- Diploma iz farmacije ali naravoslovnih znanosti je prednost.
- Znanje nemškega jezika.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločeno časovno dobo 6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje: Konkurenčen plačni paket, letni bonus, fleksibilen načrt dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne priložnosti za učenje in razvoj.

Preberite naš priročnik, da spoznate načine, s katerimi bomo spodbujali vaš osebni in profesionalni razvoj: <https://www.novartis.com/careers/benefits-rewards>

Predani smo raznolikosti in vključnosti Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključnosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusionslo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Pridružite se Novartisu Ni pravo delovno mesto za vas? Prijavite se v našo bazo talentov, da ostanete v kontaktu z nami in se seznanite z ustreznimi kariernimi priložnostmi takoj, ko se pojavijo: <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
Development

Business Unit
Development

地点
Slovenia

站点
Mengeš

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

Alternative Location 1
Schaftenau, Austria

Functional Area
Research & Development

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 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 diversity.inclusionslo@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-10066581

Senior Expert Project & Portfolio Excell. (m/f/d) / Vi š ji ekspert odli č nosti projektov in portfelja (m/ ž /d)

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10066581-senior-expert-project-portfolio-excell-mfd-visji-ekspert-odlicnosti-projektov-portfelja-mzd>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <mailto:diversity.inclusionslo@novartis.com>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <mailto:diversity.inclusionslo@novartis.com>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. <https://www.novartis.com/about/strategy/people-and-culture>
8. <https://talentnetwork.novartis.com/network>
9. <https://www.novartis.com/careers/benefits-rewards>
10. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Menge/Senior-Expert-Project---Portfolio-Excell--m-f-d----Viji-ekspert-odlinosti-projektov-in-portfelja--m--d-REQ-10066581-1>
11. <mailto:diversity.inclusionslo@novartis.com>
12. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Menge/Senior-Expert-Project---Portfolio-Excell--m-f-d----Viji-ekspert-odlinosti-projektov-in-portfelja--m--d-REQ-10066581-1>