

Specialist, Operational Excellence and Project Coordination

Job ID
REQ-10071502

2月 09, 2026

USA

摘要

The Specialist, Site Op Ex and Project Coordination is responsible for supporting the day-to-day process of fulfilling Tech Ops and Quality commitments and initiatives, cross-functional coordination and ensuring effective tracking, KQI reporting, and execution. As a member of the team, the Site Op Ex and Project Coordination Specialist will facilitate the successful delivery of projects, and operational activities to ensure alignment with business objectives. This role will play a pivotal part in supporting the site team with organization of tasks from the site calendar, implementation of continuous improvement efforts, and ensure key site performance indicators are tracked and reported in a clear manner as defined by the site leadership team.

About the Role

Major accountabilities:

- Develop and generate project planning tools for the site projects with input from workstream

leads via Think Cell and Microsoft project, or equivalent.

- Support the generation of reporting content in Microsoft Power Point.
- Gather performance data defined by site KPI/KQIs for tracking and reporting purposes.
- Support site projects through planning and executing project activities, ensuring adherence to timelines.
- Collaborate with stakeholders to ensure execution of defined project deliverables while managing activities.
- Monitor project progress, and deliverable completion for both capex and continuous improvement projects.
- Support regular status updates and reports to management and stakeholders on site performance and project outcomes.
- Maintain project documentation, including project plans, schedules, and resource allocations.
- Collaborate with cross-functional teams to ensure seamless integration of project activities and alignment with organizational objectives.
- Evaluate and implement project management tools and software to enhance project tracking and reporting capabilities.
- Serve as additional support resource that can flex between site functions to provide general and administrative support as requested by area leads.

Work Experience:

- 3+ years ' relevant experience preferred in PM environment.
- Proficient in Microsoft Project and/or Smartsheet, and PowerPoint with Think Cell add-on.
- Direct experience working in a cGMP pharmaceutical and/or aseptic manufacturing environment is desired.
- Strong communication and analytical/problem solving skills.
- Demonstrated history of working collaboratively across functions and sites.
- Strong organization skills.

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>

Benefits and Rewards: Learn about all the ways we ' ll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

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

Operations

Business Unit

Production / Manufacturing

地点

USA

状态

California

站点

Carlsbad

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

Technical Operations

Job Type

Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer698a5599be9bd162418710"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer698a5599be9bd162418710", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } })); }); }) catch (e) { console.error(e.message) }
```



VIDEO

Job ID
REQ-10071502

Specialist, Operational Excellence and Project Coordination

[Apply to Job](#)



Job ID
REQ-10071502

Specialist, Operational Excellence and Project Coordination

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10071502-specialist-operational-excellence-and-project-coordination>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
3. <mailto:us.reasonableaccommodations@novartis.com>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Carlsbad/Specialist--Operational-Excellence-and-Project-CoordinationREQ-10071502-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Carlsbad/Specialist--Operational-Excellence-and-Project-CoordinationREQ-10071502-1>