

Ekspert odličnosti projektov in portfelja / Expert Project & Portfolio Excellence (m/f/d)

Job ID
REQ-10009551
Aug 29, 2024
Slovenien

Summary

Location: Mengeš / Slovenia - Hybrid

About the role: Actively manage the external costs planning of Technical Research & Development's (TRD) drug development portfolio and support the execution of its technical development project plans. 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!

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.

Essential Requirements:

- Technical or Business Administration Degree
- At least 3-5 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.
- High data and digital affinity. Must demonstrate ability and willingness to learn new systems and processes quickly and readily.
- Willing and able to work hands-on with complex IT system.
- Great attention to accuracy and detail.
- Strong customer focus and be a supportive team player.
- Experience in working within a global team.
- Good communication skills. Must be able to interact with different stakeholders from different sectors and levels.
- Solid organizational skills and ability to meet timelines.
- Must be able to work independently and handle new assignment with minimal supervision.

Desirable Requirements:

- Bachelor of Science in Pharma or Life Science is an asset.

We offer **a permanent employment**, with **6 months** of probation period.

You are kindly invited to submit your application in English language, including CV.

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?
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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.

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For **Slovenia:**

Lokacija: Mengeš #LI-Hybrid.

Kot **Ekspert odličnosti projektov in portfelja** boste imeli odgovornost za aktivno načrtovanje zunanjih stroškov za portfelj razvoja zdravil TRD, podpiranje vnosa podatkov o upravljanju virov in upravljanje

življenjskega cikla tehničnih razvojnih načrtov na ravni delovnega paketa.

Če iščete izzivov polno, a hkrati nagrajujočo priložnost, kjer lahko ustvarite pomemben vpliv, vas vabimo, da oddate svojo prijavo. Iščemo ključne talente, kot ste vi, da se nam pridružite in pomagate ljudem pričarati svetlejšo prihodnost.

Vaše ključne odgovornosti:

- 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.
- Podpora pri vzpostavitvi in vzdrževanju med-funkcionalnih tehničnih razvojnih načrtov (TDP) in izvajanje pravočasne posodobitve delovnih paketov pred pregledom in drugimi točkami odločanja.
- Proaktivno sodelovanje s člani ekipe CMC, razvojnimi partnerji in finančnim BPA LF za sledenje stroškom projektov in faziranje.
- Odgovornost za vnos podatkov o upravljanju virov v določene sisteme za načrtovanje v imenu poslovnih partnerjev in tehničnega projektnega in upravljanja portfeljev (TPPM).
- Podpirati podatke in sisteme PPE v vpogledu v tehnične razvojne načrte in pripravo pregledne plošče.
- Zagotovitev preverbe naročilnic skozi preverjanje podatkov in vnos podatkov v določene sisteme za načrtovanje in sledenje.

Vaš doprinos k delovnem mestu:

- Univerzitetna stopnja izobrazbe, tehnična ali poslovna smer; diploma iz farmacije ali naravoslovnih znanosti je prednost.
- Minimalno 3-5 leta izkušenj v farmacevtski industriji na področju tehničnega razvoja (po možnosti tudi na drugih področjih razvoja, projektnega vodenja ali financ).
- Visoka usposobljenost za delo z digitalnimi podatki in pripravljenost na hitro učenje novih sistemov ter procesov.
- Zmožnost za delo s kompleksnim IT sistemom.
- Izkušnje z delom v mednarodni ekipi.
- Dobre komunikacijske sposobnosti.
- Močne organizacijske sposobnosti in zmožnost doseganja časovnih rokov.
- Morate biti sposobni delati samostojno in opravljati nove naloge z minimalnim nadzorom.

Ponujamo zaposlitev za nedoločen čas.

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

Zakaj Novartis?

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

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

Pridružite se naši mreži Novartis: V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

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TEst Hello

Division
Global Drug Development
Business Unit

Innovative Medicines

Standort

Slowenien

Site

Mengeš

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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