

# Project Lead for Pharma Manufacturing Site

Job ID  
REQ-10020176  
Sep 03, 2024  
Poland

## Summary

#LI-Hybrid

We are looking for a Project Lead for Pharma Manufacturing Site to help us manage the Site's Project Management Office. Mission of this role is to maintain and improve the oversight, evaluation, approval, planning and progress monitoring processes for all technical, manufacturing process, business continuity and continuous improvement projects. This person will lead high priority and high value projects/initiatives as directed by the Operation Lead and Site Leadership team.

The internal title of the role is: PMO Business Excellence Partner. PMO stands for Project Management Office.

## About the Role

### Key Responsibilities:

- Prepares and maintains procedures for the preparation, evaluation and planning, implementation and closure of projects summarized into the project manual
- Evaluates the status of each project and provides the appropriate level of communication to the site leadership team on overall status with focus on human resource utilization
- Provides the necessary training, procedures, tools and ongoing coaching to project managers to facilitate effective and efficient project management
- Responsible for the planning and facilitation of regular project portfolio management meetings with the site leadership team, key resource providers and project manager
- Initiates and manages improvement initiatives in project management
- Leads a select number of cross-functional and high priority projects as required
- Develops and maintains a strong network within and outside the site
- Promotes a culture of continuous improvement, fostering building capabilities, learning-, best practice sharing
- Supports development of business cases for transfers and investments with relevant stakeholders

### Essential Requirements:

- At least 3 years experience in the pharmaceutical industry, with proven track record to work at interface between different units (TechOps, QA, Development, Finance, Engineering)
- Experience in leading complex projects in cross-functional teams

### Desirable Requirements:

- MSc in life sciences (Engineering, Biochemistry, Chemistry, Biotechnology, Pharmaceutical Technology, Bioprocess Engineering)
- Six Sigma/Lean and/or appropriate project management qualification
- Strong presentation skills

## Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

## You'll receive:

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 (Energized for Life), employment at Top SI Employer, Unlimited learning and development opportunities.

## 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.

## Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<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>

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Division

Operations

Business Unit

Innovative Medicines

Location

Poland

Site

Warsaw

Company / Legal Entity

PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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