

Human Capital Management | Global PMO (Temporary role 18 months)

Job ID
REQ-10024163

Oct 09, 2024

Mexico

Summary

The role of the Global PMO Support Team member is to coordinate activities for the successful completion of HCM Deployment. They work closely with PMO Leads and responsibilities include managing internal communications, facilitating team change management, ways of working, maintaining the organization chart, overseeing onboarding/offboarding, managing staffing plans, and tracking financials. They also manage the PMO Calendar to avoid conflicts, schedule meetings/workshops, and ensure communication and collaboration across teams. Additionally, they document and communicate our ways of working goals and priorities, promoting collaboration and breaking down silos.

About the Role

#LI-Hybrid

Key Responsibilities:

- Handle internal communications and engagement within the Human Capital Management (HCM) Program Team
- Responsible to ensure PMO Process are documented, implemented and the internal team are aware of them
- Support in maintaining P&O staffing. Manage the onboarding and offboarding process for the Human Capital Management (HCM) Program
- Monitor the Statement of Work for external resources and ensure alignment with the People & Organization (HR.) Fin Track
- Manage the PMO team organization chart
- Track and manage program finances, including budgeting, forecasting, and financial reporting, while staying within budget constraints
- Manage the PMO Calendar and PMO Inbox, keeping the Distribution List updated
- Serve as the first point of contact for managing all internal workshops and events within the program

Essential Requirements:

- Bachelor's Degree
- Minimum of two years' experience required in a PMO role, specifically overseeing HR projects.
- Fluent spoken and written English and Spanish
- Skills: Effective Communication, Creative/Engagement support, Project Coordination

Desirable Requirements:

- Have worked with Workday implementations

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Division
People & Organization

Business Unit
CTS

Location
Mexico

Site
INSURGENTES

Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Alternative Location 1
Hyderabad (Office), India

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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