

Senior Project Office Manager " >

Job ID
326536BR
Sep 01, 2021
India

Job Description

1886! We have more than 130 years of experience treating patients. Sandoz, a division of Novartis, is a global leader in generics and biosimilars and is committed to playing a leading role in improving access to medicines worldwide.

The PMO manager provides the framework for successful project execution and efficiency improvement through project management linked systems & tools (e.g. Sanity, PM tool, PCP, Sharepoint, Quip, MS Teams, etc.). Thus maintaining and overseeing all the data in-flow and outflow of the active project portfolio is key as well as monitoring and appropriate reporting in preparation of project governance meetings. The PMO Manager is key team member of the global PMO taking the following key accountabilities:

YOUR KEY RESPONSIBILITIES:

Your responsibilities include, but are not limited to:

- Closely collaborates with Global Sandoz functions in order to ensure the 'one source of truth' is maintained live in all project management impact areas (project charter, product strategy, timelines, project budget, plan/target/outlook, TPC, supply point, material sources, partner information, deal status, escalations, regulatory information, etc.)
- Ensures that all iPM related reports are accurate, simplified and automated with minimal manual intervention
- Manages the alignment of iPM and overall PD processes in the digital tools
- Drives continuous improvement of the systems & tools through feedback and surveys and leads PMO towards center of excellence in this area

Works in an unbossed environment, and develops and cultivates relationships with local and global teams, as well as all interfaces within the organization linked to iPM (incl. Portfolio, Manufacturing, Supply, Commercial etc).

Minimum Requirements

WHAT YOU'LL BRING TO THE ROLE:

- University Masters education (or equivalent) in business administration with pharmacy, medicine or natural/life science background in Bachelor education with 12+yrs of experience and 5-8 years of relevant experience in pharmaceutical or life science industry in project management, research information, data & digital or related areas. Certification or qualification in Information Technology or Research Information is preferred.
- Experience in managing systems & tools, setting up and maintaining data fields, and reporting
- Good organisational skills
- Ability to liaise with people at all levels of the organisation and especially with experts in data & digital teams
- Strategic thinking with Strong communication skills
- Excellent team playing skills

Why consider Sandoz?

Our number 1 priority is to pioneer patient access to better healthcare. We are a company of firsts. 1st to develop an oral penicillin antibiotic. 1st to develop and launch biosimilars. 1st to launch an FDA-cleared digital therapeutic. And we never stop asking: how can we continue to pioneer access in an ever-more digital and global world?

The answers come when curious, courageous and collaborative people are empowered to ask new questions, make bold decisions and take smart risks.

Sandoz, a Novartis division, is a leader in generic and biosimilar medicines and a pioneer in digital therapeutics.

Imagine what you could do at Sandoz!

Commitment to Diversity & Inclusion:

Sandoz, a Novartis company, embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential.

Division

SANDOZ

Business Unit

Product Dev SZ

Location

India

Site

Hyderabad, AP

Company / Legal Entity

Nov Hlcr Shared Services Ind

Functional Area

Research & Development

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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