

Analyst, Project Management

Job ID
REQ-10019082
Sep 09, 2024
India

Summary

Collaborate closely with Finance associates to drive activities associated to Project Management. Responsible for executing tasks to bring projects to successful completion. Also have expertise in certain business functions (i.e. Managed Care, Medicare Part D, Medicaid, Government Reporting, ICCR and Gross-To-Net)

About the Role

Key Responsibilities:

- Responsible for certain stages or activities within a project.
- Coordinate various functions in the delivery of projects from initiation to closure.
- Collaborating with business, software vendors and technical team members to capture, define, document user requirements, and define scope.
- Successfully execute all project activities as assigned in a timely manner with appropriate attention to detail.
- Collaborate with vendors to ensure timelines are met.
- Assist in managing and maintaining project management tools and processes.
- Prepare various system documentation, e.g. ICE deliverables, presentations to management, obtain signoffs. etc.
- Diligently track and chase dependencies, ensuring all project components are progressing according to plan.
- Coordinate with responsible stakeholders to complete activities across various departments to ensure a cohesive approach to project execution.
- Develop & maintain a referenced training library

Essential Requirements:

- Bachelors / MBA (Finance) (university degree required)
- 1-4 years relevant project experience
- Excellent interpersonal, consulting and relationship management skills

Desirable Requirements:

- Knowledge of Jira Tech, Visio
- Waterfall/Agile
- U.S. Healthcare Business Acumen & Industry Knowledge
- Understanding of U.S. healthcare industry marketing and sales concepts and practices
- Knowledge about the U.S. drug reimbursement system involving wholesalers, GPOs, PBMs, CMS and

State Medicaid agencies

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Division

Finance

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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