

# Vodja projektne pisarne (m/ž/d) / Project Management Office Manager (m/f/d)

Job ID  
REQ-10027367  
Jan 10, 2025  
Slovenia

## Summary

#LI-Hybrid

Iščemo Vodjo projektne pisarne (m/ž/d), ki je odgovoren za operacionalizacijo in implementacijo storitev projektne pisarne v enoti. Zagotavlja transparentnost (ključne kazalnike poslovanja, poročila, analize, primerjave, poizvedbe, idr.) in zbira ideje za razvoj novih storitev, procesov in za izboljšavo obstoječih.

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We are seeking a Project Management Office Manager (m/f/d) who is responsible for the operationalization and implementation of the Project Office services within the unit. Ensure transparency (KPIs, reports, analysis, comparisons, enquiries etc.) and capture ideas for the development of new services, processes and for the improvement of existing ones.

## About the Role

### Vaše ključne odgovornosti:

- Mesečno poročanje uspešnosti.
- Vodenje in spremljanje iniciativ projektne pisarne z namenom izboljšanja procesov proizvodnje, sistemov in storitev projektne pisarne.
- Implementacijo učinkovitega finančnega nadzora s spremljanjem in poročanjem o načrtovanih ter investiranih sredstvih v proizvodnji.
- Implementacijo učinkovitega nadzora projektov glede časovnic, porabe virov, kakovosti izvedbe, obvladovanja tveganj in pogodb z zunanjimi izvajalci.
- Adhoc zagotavljanje podatkov in analiz za podporo odločitvam.
- Vzpostavitev in upravljanje registra tveganj in načrta obvladovanja tveganj.
- Vrednotenje in pomoč pri implementaciji procesnih izboljšav z namenom doseganja učinkovitih storitev projektne pisarne ter razvojnih projektov.
- Vodenje sistema izobraževanja in usposabljanja za projektno vodenje.
- Organiziranje deljenja dobrih praks med enotami.

## **Vaš doprinos k delovnem mestu:**

- Diploma s področja poslovne administracije ali znanstvena diploma (farmacija, kemija ali biologija).
- Vsaj pet letne delovne izkušnje s projektnim vodenjem ali z delom v projektni pisarni.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**.

## **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, 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.

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## **Key Responsibilities:**

- Monthly performance reporting.
- Leadership and monitoring of Project Management Office initiatives in order to improve manufacturing processes, systems and services of the Project Management Office,
- Implementation of efficient financial control by monitoring and reporting of planned and invested resources in manufacturing.
- Implementation of efficient project control in terms of timelines, use of resources, quality of implementation, risk management, and contracts with external providers.
- Ad-hoc provision of data and analyses to support decision-making.
- Establishment and management of a Risk Registry and Risk Management Plan.
- Evaluation of and assistance with the implementation of process improvements to ensure efficient services of the Project Management Office and development projects.
- Leadership of the project management training and education system.
- Organization of Good Practice sharing between units.

## Essential Requirements:

- University degree (BSc) in business administration, or scientific degree (pharmacy, chemistry or biology).
- Minimum 5 years of experience in project management or work in a project management office.
- Functional knowledge of English.
- Knowledge of Microsoft Office.

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

## 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.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Innovative Medicines

Location

Slovenia  
Site  
Ljubljana  
Company / Legal Entity  
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.  
Functional Area  
Technical Operations  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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