

# Key Account Project Manager

Job ID  
REQ-10028322  
Nov 19, 2024  
Czech Republic

## About the Role

### Key Responsibilities:

#### 1. Administration of project database:

- Track and document all ongoing projects, including the addition of newly agreed projects to the project databases for all contracts governed by the team.
- Develop and optimize forms and records to accurately document project status, invoicing, and approvals.
- Ensure the correct storage of all relevant project documentation.

#### 2. Overall project controlling:

- Take responsibility for monitoring and controlling project costs, timelines, and other relevant factors.
- Identify and address any issues or risks that may impact project delivery.

#### 3. Collaboration with Key Account Managers and sites:

- Work closely with the relevant Key Account Managers to ensure effective project management and customer satisfaction.
- Collaborate with the manufacturing sites to optimize project tracking and ensure accuracy of project information.

#### 4. Overview of ongoing projects:

- Maintain a comprehensive overview of all ongoing projects, providing regular updates to internal stakeholders and presenting project status to the customer.
- Ensure clear communication and documentation of project details, milestones, and deliverables.

#### 5. Support in the preparation of work orders:

- Assist in the preparation of new work orders and changes to existing ones.
- Ensure that all documentation complies with relevant legislation and professional standards.

#### 6. Obtain necessary approvals:

- Take responsibility for obtaining all required approvals before initiating projects.
- Collaborate with internal and external stakeholders to navigate necessary approval processes.

### Essential Requirements:

- Bachelor's degree in a related field (e.g., Project Management, Business Administration)

- Proven experience in project management, preferably in a manufacturing or pharmaceutical environment
- Proficient English
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to work collaboratively and effectively with cross-functional teams
- Proficient in project management software and MS Office suite
- Knowledge of relevant laws, regulations, and standards related to project management
- Ability to work independently and prioritize tasks effectively

You'll receive:

- Monthly pension contribution matching your contribution up to 3% of your gross monthly base salary
- Company Shares Program
- Risk Life Insurance (full cost covered by Novartis)
- 5-week holiday per year (1 week above the Labour Law requirement)
- MultiSport Card (costs covered by company)
- 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report
- Cafeteria employee benefit program – choice of benefits from Benefit Plus for 12,500 CZK per year
- Meal vouchers for 105 CZK for each working day (full tax covered by the company)

Join our Novartis Network:

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

here: <https://talentnetwork.novartis.com/network>

## Role Requirements

**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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<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

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

India

Functional Area

Sales

Job Type

Full time

Employment Type

Regulär

Shift Work

No

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