

# Project Controller

Job ID  
REQ-10018685  
Aug 13, 2024  
Mexico

## About the Role

Your key responsibilities:

- Support Project Controlling Process (time, costs, resourcing, scope changes) in line with the Project Roadmap and the relevant gate keeping processes covering tracking and forecasting.
- Gather statistical data for future use (benchmarking).
- Use of standardized tools to support project controlling and project portfolio management processes (advanced use of MS Excel, Word and Power point, SAP).
- Support project managers that all live major projects comply to the agreed process, that relevant information is made available in time, adequate project controlling resources are supplied and that project procurement support is provided.
- Invoice Checking within dedicated project controlling on investment projects, financial closure of the project and depreciation of assets.
- Support implementation of new IT systems and changes from the business environment in the unit.
- Responsibility for archiving technical, project and other legal documentation of the unit and for the coordination of associates according to the ISEC requirements.

Essential Requirements:

- University degree in technical, natural&technical, economics or other relevant sciences.
- 2 years working experiences on project controlling and reporting or contracting /purchasing field and working with foreign countries.
- Analytical / data interpretation skills.
- Proficient in English.
- Advanced knowledge of Microsoft Office, especially Excel.
- Ability to be flexible and adapt to change and ability to work in an ambiguous environment.

Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our

associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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.

Languages :

- English.

## 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>

**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

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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