

# Global Program Management Coordinator

Job ID  
REQ-10021850  
Sep 26, 2024  
Mexico

## Summary

Mantenimiento, gestión y mantenimiento de los planes de proyecto y creación, aprobación e implementación de planes de proyecto. Evaluar los desafíos del proyecto y desarrollar soluciones para alcanzar los objetivos de trabajo, la calidad y las partes interesadas. Establecer mecanismos para monitorear el progreso del proyecto e identificar a los miembros y líderes y las actividades de grupo. Póngase en contacto con socios de Alliance Partners y líderes comunitarios sin fines de lucro. Partes interesadas para garantizar la coherencia.

## About the Role

### Major Accountabilities

- Maintain a logical and systematic centralized GPM SharePoint repository of GPM-related documents, ensuring they are up-to-date, of quality and easily accessible. Strive to evolve and streamline document organization and access and end-user proficiency with the system, partnering with technical experts where appropriate
- Support GPM communications including overall tracking and coordination of communication activities (such as global newsletters, MS team space, GPM meetings, etc.) as well as maintaining distribution lists.
- Provide organizational support for GPM meetings (GPM learning forums, town halls)
- Support the GPM Capabilities Center of Excellence through tracking of various initiatives and workstreams (internships, sabbaticals, other programs)
- Provide logistics support for key meetings such as the annual Biomedical Research portfolio review
- Provide support for onboarding and training of new hires as well as tracking of GPM training and knowledge levels to enhance GPM skills and capabilities.
- Support and participate in GPM strategic initiatives where appropriate.
- Establish and maintain strong relationships with stakeholders, ensuring effective communication and alignment across the GPM community. Providing administrative assistance to the GPM & PE team (such as helping to schedule meetings, booking meeting rooms, coordinating meeting logistics etc.).

### Role Requirements :

- Bachelor's degree in a relevant field such as business administration or project management.
- Fluent English (oral and written)
- Previous experience in project coordination and/or document management, demonstrating a solid understanding of program management methodologies and best practices.
- Excellent organizational skills with a keen attention to detail.
- Strong problem-solving skills to ensure proper version control, manage access rights, and find efficient ways to retrieve information.
- Ability to identify streamline processes, and effectively troubleshoot any technical or logistical challenges

that arise.

- Strong interpersonal and communication skills, with the ability to build and maintain relationships with stakeholders at all levels.
- Highly organized and results-oriented, with exceptional time management skills, prioritization abilities, and self-management

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**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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Division

Biomedical Research

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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