

Project Coordinator - Sostituzione Maternità

Job ID
REQ-10013700
Jul 02, 2024
Italy

Summary

As Project Coordinator , you will provide administrative support and purchasing expertise to ensure the timely provision of services for effective and efficient maintenance

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- General administrative support: Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks.
- Involved in strategic planning processes.
- Interaction: Inform, advise and support the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodate customer's specific needs.
- Work processes in own area of responsibility: Initiates new processes or modification of processes and coordinates the introduction of new or modified processes.
- Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.) -Supervisory tasks: Mentors temporary employees or apprentices or assumes a limited project coordination/management role.
- Proactively engage stakeholders to ensure that on site client's expectations are met through high levels of customer service -Effectively manage service vendor to ensure an on time deliverable systems
- Flexibility and ownership of the overall operations

Essential Requirements:

- English and Italian: fluent
- Budget management skills (SAP usage)
- Project management skills
- Listening

- Being a proactive problem solve
- Collaborative attitude

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>

You will receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

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Division

Corporate Affairs

Business Unit

Innovative Medicines

Location

Italy

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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