

Real Estate Capital Program Manager (m/f/d)

Job ID
REQ-10046212
May 30, 2025
Slovenia

Summary

Locations: Ljubljana, Prague #Hybrid

About The Role:

Lead the planning, execution, and financial oversight of multiple commercial office projects in the EMEA region, ensuring alignment with business objectives, budget accuracy, and sustainability goals. Act as the central coordinator between project teams, senior leadership, and key stakeholders to optimize capital investments and enhance operational efficiency. Manage budgeting, cost estimation, and long-term planning while overseeing financial performance. Ensure projects are delivered on time, within budget, and in compliance with quality standards, driving efficiency and maximizing value across all capital investments.

About the Role

Major accountabilities:

- Develop and maintain a structured roadmap for commercial offices projects, ensuring alignment with strategic objectives. Oversee capital and operational expenditure (CAPEX/OPEX) planning, ensuring cost accuracy and financial viability.
- Standardize cost estimations and budgeting methodologies across projects and geographies. Provide financial analyses, including cost-to-value assessments and return on investment (ROI) evaluations.
- Monitor project performance, identifying deviations and implementing corrective actions. Manage a portfolio of commercial offices projects, ensuring timely delivery, budget adherence, and quality compliance.
- Act as the primary liaison for project updates, consolidating progress reports and communicating with leadership. Incorporate external resources at due time for project execution. Coordinate cross-functional teams, including internal resources, external consultants, and suppliers.
- Develop and maintain detailed project plans, tracking milestones, risks, and dependencies. Facilitate regular meetings with project teams and steering committees, ensuring transparency and collaboration.
- Identify and mitigate financial, operational, and project-related risks. Ensure compliance with industry standards, internal governance, and regulatory requirements. Integrate sustainability initiatives into capital planning and commercial offices development.
- Oversee project safety, environmental compliance, and quality assurance. Develop and implement tools, templates, and best practices for budgeting and project management. Support transition and change management initiatives for new facilities or systems. Drive efficiency improvements and cost savings through supplier optimization and process enhancements.

Minimum Requirements:

- Between 5-8 years of experience in project management and financial planning, or related roles within commercial offices, construction, or the pharmaceutical industry.
- Proven experience managing large-scale capital projects and multi-project portfolios. Knowledge of project management and construction techniques.
- Experience in designing fit-out offices.
- Deep financial expertise in CAPEX/OPEX budgeting, forecasting, and cost control. Proficiency in project management methodologies and tools (e.g., MS Project, Primavera, Agile, Waterfall).
- Advanced skills in data analysis, reporting, and financial software.
- Excellent stakeholder management and cross-functional coordination abilities.
- Knowledge of sustainability principles and their integration into capital planning. Must have the initiative to develop functional and economical solutions to assignments. Cost control
- Strong and effective written and verbal communications (English).

Koordinator investicij za EMEA regijo (m/z/d)

Job Description Summary

Odgovornost za načrtovanje, izvedbo in finančni nadzor več poslovnih projektov vezanih na komercialne pisarne v regijah EMEA in LaCan, kar zagotavlja skladnost s poslovnimi cilji, natančnostjo proračuna in cilji trajnosti. Deluje kot osrednji koordinator med projektnimi ekipami, višjim vodstvom in ključnimi deležniki, da optimizira kapitalske naložbe in izboljša operativno učinkovitost. Upravlja proračun, oceno stroškov in dolgoročno načrtovanje, medtem ko nadzira finančno uspešnost. Zagotavlja, da se projekti izvedejo pravočasno, v okviru proračuna in skladno z standardi kakovosti, kar povečuje učinkovitost in maksimizira vrednost vseh kapitalskih naložb. Deluje v skladu z zakonodajo, notranjimi pravili, dobrimi praksami in poslovnimi cilji. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

Major accountabilities:

- Razvija in vzdržuje strukturiran načrt za projekte komercialnih pisarn, kar zagotavlja usklajenost s strateškimi cilji.
- Standardizira ocenjevanje stroškov in metodologije proračuna po projektih in geografskih območjih.
- Spremlja uspešnost projekta, odkrivanje odstopanj in izvaja popravne ukrepe.
- Deluje kot glavna vez za posodobitve projekta, združevanje poročil o napredku in komunikacijo z vodstvom. Vključuje zunanje vire ob primernem času za izvedbo projekta.
- Identificira in ublaži finančna, operativna in projektna tveganja.
- Nadzira varnost projekta, skladnost z okoljskimi predpisi in zagotavljanje kakovosti.
- Razvija in uvaja orodja, predloge in najboljše prakse za proračun in vodenje projektov. Podpira prehod in upravljanje sprememb za nove objekte ali sisteme. Spodbuja izboljšanje učinkovitosti in varčevanje s stroški preko optimizacije dobaviteljev in izboljšanj procesov. Odgovornost za osebni in strokovni razvoj.

Minimum Requirements

- Minimalno 8 let izkušenj na področju vodenja projektov in finančnega načrtovanja ali sorodnih vlog v komercialnih pisarnah, gradbeništvu ali farmacevtski industriji.
- Dokazane izkušnje pri vodenju velikih kapitalskih projektov in večprojektnih portfeljev.
- Poznavanje tehnik upravljanja projektov in gradbeništvu.
- Izkušnje pri načrtovanju pisarn za opremo.
- Globoko finančno strokovno znanje pri proračuniranju CAPEX/OPEX, napovedovanju in nadzoru stroškov.
- Znanje metod in orodij za vodenje projektov (npr. MS Project, Primavera, Agile, Waterfall).

- Napredne spretnosti pri analizi podatkov, poročanju in finančni programski opremi.
- Odlične sposobnosti upravljanja deležnikov in čezfunkcijskega usklajevanja.
- Poznavanje načel trajnosti in njihovega vključevanja v načrtovanje kapitala.
- Mora imeti pobudo za razvoj funkcionalnih in ekonomičnih rešitev za naloge. Nadzor nad stroški.

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Division

CTS

Business Unit

Universal Hierarchy Node

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Alternative Location 1

Prague, Czech Republic

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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