

Japan Program Manager

Job ID

REQ-10056868

Jul 06, 2025

Japan

Summary

Reviews, manages, proactively challenges, and controls status of projects operations of the programs and budgets; manages schedules and may prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and stakeholders goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with team members and line managers. Acts as liaison with alliance partners and thought leaders external to the company. Interfaces with stakeholders to ensure requirements are met.

About the Role

Major accountabilities:

- **Assists in the planning and execution of assigned projects while adhering to budget, scope and schedule requirements.**
- **Helps ensure consistent practices throughout all phases of the project life cycle.**
- **Prepares technical reports, summaries, protocols and quantitative analyses.**
- **Executes high quality, integrated cross-functional plans for projects.**
- **Applies best practices in the development, initiation, planning, execution, control and closing of projects.**
- **Interacts with research and development, marketing, manufacturing and regulatory departments.**
- **A seasoned, experienced professional with a full understanding**

of area of specialization; resolves a wide range of issues in creative ways.

- . Demonstrates good judgment in selecting methods and techniques for obtaining solutions.**
- . Networks with senior internal and external personnel in own area of expertise.**
- . Contributes to many cost center goals and objectives; may contribute to service line goals -Distribution of marketing samples (where applicable)**

Key performance indicators:

- . Timely delivery of project as defined -Project delivery and tracking to meet project budget Operational excellence - Customer Feedback**

Minimum Requirements:

Work Experience:

- . Cross Cultural Experience.**
- . Functional Breadth.**
- . Project Management.**
- . Regulatory Submissions.**
- . Operations Management and Execution.**
- . Collaborating across boundaries.**

Skills:

- . Behavioral Economics.**
- . Business Administration.**

- **Business Management.**
- **Clinical Research.**
- **Clinical Trials.**
- **Cross-Functional Teams Collaboration.**
- **Drug Development.**
- **Efficiency.**
- **Innovative Forward Thinking.**
- **Lifesciences.**
- **Microsoft Project.**
- **Microsoft Sharepoint.**
- **Operations.**
- **Pmi (Project Management Institute).**
- **Pmp (Project Management Professional).**
- **Program Management.**
- **Project Documentation And Presentation.**
- **Project Execution.**
- **Project Management.**
- **Project Planning.**
- **Stakeholder Management.**

Languages :

- **English / Japanese**

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?

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Division

Development

Business Unit

Universal Hierarchy Node

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
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