

## Project Controller

Job ID  
REQ-10018685

8月 13, 2024

Mexico

### 摘要

As a Project Controller in Project Engineering NOCC you will be providing support for project controlling & services, contract management in support of the execution of investment projects in accordance with the law, internal regulations, good practices, and business objectives.

### 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.

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部门  
Operations

Business Unit  
Innovative Medicines

地点  
Mexico

站点  
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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