

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

Job ID
REQ-10046212

5月 30, 2025

Slovenia

摘要

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, natančnost proračuna in cilji trajnosti. Deluje kot osrednji koordinator med projektnimi ekipami, v sodelovanju s 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 izboljšanje 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 več projektnih portfeljev.
- Poznavanje tehnik upravljanja projektov in gradbenišтва.
- 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 opreми.
- Odlične sposobnosti upravljanja deležnikov in efektivnega usklajevanja.
- Poznavanje cel trajnosti in njihovega vključevanja v načrtovanje kapitala.
- Mora imeti pobudo za razvoj funkcionalnih in ekonomičnih rešitev za naloge. Nadzor nad stroški.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门
CTS

Business Unit
Universal Hierarchy Node

地点
Slovenia

站点
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

[Apply to Job](#)

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusionslo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



Job ID
REQ-10046212

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

[Apply to Job](#)

Source URL:

<https://prod1.novartis.com.cn/careers/career-search/job/details/req-10046212-real-estate-capital-program-manager-mfd>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Real-Estate-Capital-Program-ManagerREQ-10046212
5. <mailto:diversity.inclusionslo@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Real-Estate-Capital-Program-ManagerREQ-10046212