

# Project controller

Job ID

REQ-10075482

May 08, 2026

LOC\_MX

## About the Role

### Key Responsibilities

- Support Project Controlling Process (time, costs, risks, schedule and scope changes) in line with the Project Roadmap and the relevant gate keeping processes covering tracking and forecasting.
- Support project managers that all live major projects comply to the agreed process, that relevant information is made available in time.
- To provide effective support to the Project Manager, solid technical knowledge of relevant processes will be required to learn. This ensures a proper understanding of project activities and enables meaningful support in cost adjustments, schedule management, and scope definition.
- 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, power BI).
- 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.
- Fluent 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.

### Commitment to Diversity and Inclusion

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

Accessibility and accommodation Novartis is committed to work with and provide 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 [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

## Role Requirements

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Division

DIV\_TO

Business Unit

Production / Manufacturing

Location

LOC\_MX

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

FCT\_TO

Job Type

Full time

Employment Type

Regular

Shift Work

No

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