NOVARTIS

Senior Process Expert (m/f/d), temporary

Job ID
REQ-10089978
Oct 27, 2026
LOC_AT

About the Role

Key Responsibilities:

- Coordinate the project portfolio within the BULK area, ensuring visibility of priorities, timelines, milestones and resource requirements.
- Act as the central point of contact for project and resource requests within the unit.
- Coordinate project planning, scheduling and execution in close collaboration with project teams and operational functions.
- Align project priorities with production needs, available capacity and resource demands in a busy manufacturing environment.
- Coordinate project activities across Production, Quality Assurance, Manufacturing Science and Technology, Engineering, Supply Chain and Planning.
- Identify resource constraints, scheduling conflicts and project risks, escalating issues when required.
- Provide clear project status updates, portfolio transparency and decision support to management.
- Support new product projects and contribute to continuous improvement of project and portfolio management processes.

Essential Requirements:

- Excellent organizational skills, with the ability to effectively prioritize and coordinate multiple activities.
- Experience in project management or project coordination, with a structured and proactive approach to delivery.
- Strong stakeholder management and communication skills, with the ability to collaborate effectively across different functions.
- Demonstrated ability to work effectively within cross-functional teams and contribute to shared objectives.
- Proficiency in Microsoft Office applications.
- Fluent English and German, with strong written and verbal communication skills.

Desirable Requirements:

- Knowledge of Good Manufacturing Practice-regulated manufacturing environments.
- Experience coordinating cross-functional projects and/or formal project management certification.

Rewards

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and a minimum

of 14 weeks paid parental leave.

Expected Annual Base Salary Range for role:

- 66.918,00 - 112.600,00 EUR

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Adjustments for Applicants with Disabilities: If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

Commitment to Diversity and Inclusion / EEO paragraph:

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

Role Requirements

Primary location salary range
€66,918.00 - €112,600.00
Division
DIV_TO
Business Unit
Production / Manufacturing

Location
LOC_AT
Site
Schaftenau
Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH
Functional Area
FCT_TO
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
Apply to Job

Job ID
REQ-10089978

Senior Process Expert (m/f/d), temporary

Apply to Job

Source URL: *https://jobapi.novartis.com/req-10089978-senior-process-expert-mfd-temporary*

List of links present in page

1. https://jobapi.novartis.com/req-10089978-senior-process-expert-mfd-temporary
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. mailto:disabilities.austria@novartis.com
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Schaftenau/Senior-Process-Expert--m-f-d---temporary_REQ-10089978-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Schaftenau/Senior-Process-Expert--m-f-d---temporary_REQ-10089978-1