

Novartis India Ltd Recruitment 2023 – Apply Online – Project Manager Job

Hiring organization

Novartis India Ltd

Job Location

India

Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Date posted

January 25, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Novartis India Ltd Recruitment 2023

The Project Manager is responsible for the successful planning, execution, and delivery of projects according to agreed upon scope, schedule, and budget.

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Qualifications:

- Proven experience as a Project Manager
- Strong leadership and communication skills
- Experience in project planning and scheduling tools (MS Project, Primavera)
- Understanding of risk management, change management, and quality assurance processes

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Apply Online Jobs

They will lead and manage project teams, collaborate with stakeholders, and ensure that project goals are met.

Responsibilities:

- Manage the CEO's calendar
- Coordinate meetings and events

-Prepare presentations and reports

-Manage the CEO's email

Assist with other office management duties

Important Links Find the Link in [Apply Now](#) Button

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