

**Job Role: Student Position – DD&IT Global OPEX department****Your key responsibilities include:**

- Managing OpX dashboards (PowerBI)
- Providing support for supplier and contract management activities
- Contract review
- Supporting the purchase order (PO) process across all stages ensuring timely execution
- Ensuring efficient and compliant processes
- Daily communication with project managers
- Managing and maintaining SharePoint and intranet platforms

**Key skill requirements:**

- Strong attention to detail
- Proficiency in spoken and written English
- Good communication skills
- Proficiency in Excel and familiarity with data-driven tools
- Proactiveness
- Team-work
- Organization
- Ability and eagerness to learn quickly

While not mandatory, prior knowledge or experience in IT, project management, supplier or contract management is a valuable advantage.

**What we offer:**

- Opportunities for extensive learning and career development.
- Flexibility with the option to work remotely.
- Exposure to an exciting and dynamic international work environment.
- Competitive starting salary of €9 gross per hour.

If you are interested in the role, please send the CV to [vanja.dimitrovski@novartis.com](mailto:vanja.dimitrovski@novartis.com) no later than **June 30th, 2025**. Recommendation letters are welcome, but not mandatory.

We look forward to hearing from you and potentially welcoming you to our team!