

Executive Assistant, Global Head Corporate Marketing

Job ID
REQ-10018596

11月 11, 2024

USA

摘要

The Executive Assistant to the Global Head, Corporate Marketing will provide comprehensive administrative and organizational support to the department head.

The role requires a seasoned professional with excellent communication skills and the ability to thrive in a fast-paced environment. The ideal candidate will be a trusted partner to the Global Head of Corporate Marketing, helping to optimize their efficiency by managing administrative tasks, coordinating key projects, and maintaining confidentiality in all matters. The position requires the Executive Assistant to be proactive, detail-oriented and collaborative with a positive, can-do approach to challenges and a focus on continuous improvement.

About the Role

Key Responsibilities:

- Coordinate and proactively manage the Global Head, Corporate Marketing's calendar,

- anticipate scheduling needs and conflicts, ensuring optimal time management.
- Serve as the primary contact for the Global Head, managing and prioritizing communications including meetings, phone calls, and other requests.
 - Prepare and organize materials, presentations, and agendas; take minutes during meetings as needed.
 - Plan and execute team events, meetings, and off-site activities under the advisement of the Director of Corporate Marketing Strategy. Handle logistics including venue selection, catering, and coordinating with vendors.
 - Plan and coordinate domestic and international travel for the Global Head, Corporate Marketing, manage travel itineraries, accommodations, expenses and transportation arrangements.
 - Support the onboarding of new team members and assist with department training logistics (i.e. coordinating training schedules, providing access to systems, and facilitating introductions).
 - Support team financial processes and budget tracking, including the opening and tracking of Purchase Orders (POs).
 - Handle confidential information with discretion and exercise sound judgement.
 - Serve as a corporate brand ambassador, reflecting the company ' s values and culture in all interactions.

Key Performance Indicators

- Ensures financial and compliance process steps are executed seamlessly
- Publishing requests are created within the appropriate process timeframes and content delivered on time

Minimum Requirements:

- Associate ' s and/or Bachelor ' s degree in Bachelor ' s degree in Business Administration, Marketing, Communications, or a related field is preferred. Experience in marketing or corporate communications is a plus.
- Minimum of 5 years of proven experience supporting an executive-level leader in a large corporation, preferably within the pharmaceutical industry.
- Understanding of financial processes, including PO management and expense tracking.

Skills:

- Strong communication, organizational, and interpersonal skills, with the ability to build positive relationships with internal and external stakeholders.
- High degree of professionalism, integrity, and confidentiality.
- Comfortable working in a dynamic, fast-paced environment with shifting priorities
- Advanced proficiency in Microsoft Office Suite and familiarity with project management tools
- Strategic thinking and analytical skills
- Ability to lead and influence collaborators and agencies without direct line management authority
- Keen eye for detail
- Strong communication and interpersonal skills

- Ability to work effectively in a matrix organization

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Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$80,000.00 - \$120,000 / year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Corporate Affairs

Business Unit
Corporate

地点
USA

站点
East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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