

Assistant (m/f/d)

Job ID
REQ-10027363

10月 30, 2024

Spain

摘要

In a role of an Assistant in Novartis, you will be responsible for the independent delivery of profound administrative services in a local and a global context. It is expected you will ensure service levels are delivered in line with site requirements.

About the Role

Major accountabilities:

- General administrative support: taking care of general administrative tasks and maintaining the administrative processes.
- Interaction: Informing, advising and supporting the team and associates on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supporting optimization of current processes and/or introduction of new or modified processes.

- Handling of administrative projects tasks with clearly defined content and time limitations.
- Planning and coordinating administrative procedures and systems and devise ways to streamline processes.
- Being coordinated in the assistants team.
- Looking after work processes in the areas in which provide assistance as well as your team.
- Control and coordination of complex agendas with Outlook.

Minimum Requirements:

- Solid experience working as assistant of a General Manager.
- Excellent knowledge of written and spoken English and Spanish.
- Strong interpersonal, communication, prioritization and time management skills.
- Project Management experience.
- Technology savvy.
- Event organization experience.

Commitment to Diversity & Inclusion:

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

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门

Ethics Risk & Compliance

Business Unit

Innovative Medicines

地点

Spain

站点

Barcelona Gran V í a

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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