

Strategic Assistant

Job ID
REQ-10030511

12月 03, 2024

China

摘要

Strategic Assistant will ensure efficient operation of the China President Office. This role requires a strategic thinker with excellent problem-solving skills, capable of managing complex projects and fostering key relationships across the organization.

About the Role

Key Responsibilities

- **Governance Management:** Manage key China President Office governance cadence and meetings, ensuring that all governance processes are effectively executed and documented.
- **Project Management:** Oversee and manage key President Office projects and initiatives, ensuring timely and successful completion
- **Operational Support:** Provide operational support to China President Office, including managing executive events and preparing key briefing materials

- Communication: Act as a primary communication channel for China President Office, drafting correspondence, preparing presentations to facilitate internal and external communications.
- Relationship Management: Build and maintain relationships with key stakeholders, including internal and external key stakeholders

Qualifications

- Education: Bachelor's degree in Science, Business Management, or a related field. An advanced degree is preferred.
- Experience: Minimum of 5-7 years of experience in pharmaceutical industry, in a strategic or operational role: Strategic Planning, New Product Planning or Marketing Sales experience preferred
- OR 4+ years management consulting experience with relevant projects in pharmaceutical industry
- Skills:
 - Exceptional organizational and multitasking abilities.
 - Excellent written and verbal English communication skills.
 - Strong analytical and problem-solving skills.
 - Proven ability to work collaboratively with senior executives and cross-functional teams

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部门

International

Business Unit

Innovative Medicines

地点
China

站点
Shanghai (Shanghai)

Company / Legal Entity
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area
BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

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