

Executive Assistant

Job ID
REQ-10033977

1月 09, 2025

Spain

摘要

The Executive Assistant, Finance Management will be responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

About the Role

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The Executive Assistant, Finance Management will be responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

Location: Barcelona, Spain #LI-Hybrid

Responsibilities:

Your responsibilities will be but are not limited to:

- Serve as the primary contact for the CFO Operations, managing and prioritizing communications including meetings, phone calls, and other requests, ensuring optimal time management
- Provide high-level administrative support to senior leaders within the Finance Management Team
- Manage complex calendars, organize meetings, and coordinate appointments across time zones
- Prepare and distribute meeting agendas, minutes, and follow-up actions
- Handle sensitive and confidential information with professionalism and discretion
- Plan and coordinate domestic and international travel for the CFO Operations, manage travel itineraries, accommodations, expenses and transportation arrangements
- Support the preparation of presentations, financial reports, and documentation as needed
- Liaise with internal and external stakeholders, fostering strong relationships across the organization
- Manage correspondence, prioritizing emails and communications for senior leaders
- Organise and coordinate team events, workshops, and off-site meetings

Minimum requirements:

- Proven experience as an Executive Assistant, Personal Assistant, or similar role, supporting an executive-level leader in a large corporation
- Strong organisational skills with the ability to prioritize tasks and manage multiple deadlines
- Understanding of financial processes, including PO management and expense tracking
- Advanced proficiency in Microsoft Office Suite and familiarity with project management tools
- Ability to work independently and proactively anticipate needs in a fast-paced environment
- Strong time management skills with a focus on delivering results under pressure

Desirable for the role:

- Bachelor ' s degree or equivalent professional certification in business administration or related field
- Previous experience using SAP Ariba to place PO ' s for logistics

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.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of

the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.spain@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

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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
Finance

Business Unit
CTS

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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