

## Staffing Support Test

Job ID  
REQ-10034992

12月 22, 2024

China

### 摘要

-To provide services and support to Staffing Managers, typically learning through on the job experience, and undertaking allocated routine activity-specific duties under close supervision and in line with well-established procedures. To coordinate aspects of administrative Staffing processes in support of the overall Staffing effort to cost effectively deliver world class talent across the organisation.

### About the Role

Major accountabilities:

- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support the provision of administrative services to the TAS team.
- Support TAS Managers in the administration of various recruitment and selection processes.
- Provide clerical assistance to more senior TAS colleagues in support of a smooth and

efficient recruitment process.

- Provide clerical and administrative support related to the maintenance of documentation and plans.
- Prepare and submit minor written pro-forma or oral reports on daily activities to track work progress and ensure completion of set tasks.
- Ensure adherence to TAS policies and procedures.
- Provide clerical assistance in TAS Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Timely completion of assigned tasks

Minimum Requirements:

Work Experience:

- Participating in volunteer / community projects.

Skills:

- NA.

Languages :

- English.

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部门  
People & Organization

Business Unit  
CTS

地点  
China

站点  
Shanghai (Shanghai)

Company / Legal Entity  
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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