

Senior Administrative Assistant

Job ID
REQ-10037301

1月 22, 2025

Switzerland

摘要

Senior Administrative Assistant is an independent, motivated team member and provides administrative support to the Global Program Team (GPT) and Global Our Development Team is guided by our purpose: to reimagine medicine to improve and extend people's lives.

To do this, we are optimizing and strengthening our processes and ways of working. We are investing in new technologies and building specific therapeutic areas and platform depth and capabilities - all to bring our medicines to patients even faster.

We are seeking key talent, like you, to join us and help give people with disease and their families a brighter future to look forward to.

Apply today and we can thrive together!

This role will be based in Basel, Switzerland in a hybrid working approach.

About the Role

The Role:

What a fantastic opportunity we have for someone to support the Global Program Team and Global Clinical Team as a Senior Administrative Assistant. The successful candidate will perform secretarial and administrative duties for a group of managers. This role is crucial as it acts as an information source on organisational policies and procedures. The role duties are expansive, such as gathering, compiling and reporting information related to varying assignments.

Major accountabilities but not limited to:

- Managing complex calendars
- Processing of purchase orders and receipt of invoices
- Organizing and maintaining global travel arrangements
- Processing expenses via Concur, as needed
- Department ordering (business cards, hardware/software, supplies, etc.)
- Critically reviewing and proofing documents
- Owning, updating and maintaining distribution lists
- Processing catering requests
- Scheduling interviews and onboarding new hires
- Registering, receiving and referring visitors
- All facets of booking video and conference rooms globally
- Facilitates communication between Novartis and vendors by initiating conference calls/meetings
- Handles confidential information and communications with all levels of management in a professional manner
- Acts as liaison across departments and line functions to ensure proper communications/reporting practices
- Interacts with internal and external sources, often at the sr. management levels

Key performance indicators:

- Continuous improvement of processes and procedures
- Planning of the office needs & management of contracts

Your Experience:

- Bachelor ' s degree or equivalent senior administrative experience preferred
- Strong organizational and time-management skills, with the ability to prioritize tasks
- Position requires intermediate to advanced administrative experience (minimum 5-7 years)
- Ability to exercise independent discretion/judgment and solve complex problems
- Proficient with Microsoft Office programs including Word, Excel, PowerPoint, Outlook, Internet
- Previous experience with Concur strongly preferred
- Ability to handle a wide range of administrative support activities and work independently with little or no supervision

- Input to changes in work processes and workflow is often required
- Strong ability to support and adapt to changes within the organization
- Strong communication skills (both written and verbal)
- Expert team player
- Fluent in English

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>

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

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>

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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>

Development

Business Unit
Innovative Medicines

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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