

Administrative Project Coordinator

Job ID
REQ-10037795

1月 22, 2025

India

摘要

The Administrative Assistant and Project Coordinator is responsible to provide administrative support to MKS Head and MKS Leadership team including managing schedules, arranging appointments, arranging travel, and scheduling meetings, MKS Townhalls and other key governance meetings/calls. The role also provides support to Global Medical Affairs activities and governance taking place in the Hyderabad office.

About the Role

Administrative Project Coordinator

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Responsible to take care of day-to-day requests from stakeholders/leaders.
- Effective diary management, navigating conflicting schedules and communicating effectively to reach a consensus.
- Coordinate meetings (including rescheduling, cancellations, WebEx, conference room reservations, video conferences), arrange A/V and catering as needed.
- Create solid working relationships and partner with other administrative staff.
- Establishing effective working relationships with colleagues and external contacts.
- Book meeting rooms & schedule meetings driven by MKS LT.
- Make travel arrangements for stakeholders/leaders, including international travel, and ensure proper documentation is in place.
- Manage and own Distribution lists for MKS.
- Maintain and update MKS organizational charts.

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.

Essential Requirements:

- Strong knowledge of travel tools like TripSource, Concur etc.
- Must be proactive, resourceful and self-motivated
- Comfortable working with very little direction while still being able to execute tasks in the most efficient and effective way
- Positive and helpful attitude in all matters and interactions
- Demonstrate initiative and be proactive in learning new processes and seeking out information
- Personality attributes of confidentiality, trustworthy, attention to detail and privacy are critical
- Strong communication and interpersonal skills, with the ability to effectively collaborate with individuals at all levels of the organization.
- In-depth knowledge of legal frameworks and regulations relevant to the pharmaceutical industry

Desirable Requirements:

- Ability to work in a fast-paced and dynamic environment, with a high level of adaptability and resilience.
- Ability to manage multiple priorities and a heavy workload.

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部门
Operations

Business Unit
Innovative Medicines

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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