

Assistant (m/f/d)

Job ID
REQ-10045937

3月 31, 2025

Spain

摘要

Responsable de la prestación independiente de servicios administrativos profundos en un contexto local y global. Asegúrese de que los niveles de servicio se entreguen de acuerdo con los requisitos del sitio.

About the Role

- General administrative support: taking care of general administrative tasks and maintaining the administrative processes.
- Interaction: Informing, advising and supporting the team and associates on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supporting optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Planning and coordinating administrative procedures and systems and devise ways to

streamline processes.

- Being coordinated in the assistants team.
- Looking after work processes in the areas in which provide assistance as well as your team.
- Control and coordination of complex agendas with Outlook.

Minimum Requirements:

- Solid experience working as assistant of a General Manager.
- Excellent knowledge of written and spoken English and Spanish.
- Strong interpersonal, communication, prioritization and time management skills.
- Project Management experience.
- Technology savvy.
- Event organization experience.

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>

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.

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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部门
Ethics Risk & Compliance

Business Unit
Innovative Medicines

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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