

Administrative Expert

Job ID
REQ-10046406

4月 02, 2025

Spain

摘要

Are you ready to take on a dynamic and multifaceted role? As an Executive Assistant supporting multiple Global P&O Heads, you will independently deliver top-notch executive administrative support. This role is perfect for someone who thrives in a proactive environment and enjoys working with a diverse team.

- **Dynamic and Diverse Team:** Be part of a vibrant team that values diversity and collaboration.
- **High-Level Exposure:** Regularly partner with Executive Assistants for ECN members, gaining insights and experience from top executives.
- **Broad Learning Opportunities:** Work with multiple P&O Heads, offering you the chance to interact with and learn from a wide range of stakeholders across various Global Functions.

About the Role

Major accountabilities:

- Provide comprehensive executive administrative support, including managing credit cards, setting up travel profiles, and registering for events.
- Efficiently manage calendars, including scheduling and prioritizing appointments.
- Arrange business travel and ensure all logistics are handled smoothly.
- Coordinate team meetings, prepare pre-read materials, attend meetings when possible, and manage meeting logistics.
- Oversee the team ' s SharePoint sites, ensuring documents are submitted on time and deadlines are met.
- Proactively identify and propose opportunities to improve team operating efficiency.
- Support ad-hoc Projects related to the execution of the supported Global Functions Talent agenda

Minimum Requirements:

- Strong experience in an executive administrative support role, in a complex global organizational environment.
- Proven expertise in managing complex calendars and travel arrangements.
- Experience in coordinating and supporting leadership team meetings and events.
- Strong written and verbal communication skills in English written and spoken.
- Exceptional organizational and time management skills and a high attention to detail and accuracy.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle confidential information with the utmost discretion.
- Strong problem-solving abilities and the capacity to work independently.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Excellent interpersonal skills and the ability to work well with diverse teams.

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>

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>

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
People & Organization

Business Unit
Universal Hierarchy Node

地点
Spain

站点
Barcelona Gran V í a

Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

Alternative Location 1
London (The Westworks), United Kingdom

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

[Apply to Job](#)

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



Job ID
REQ-10046406

Administrative Expert

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10046406-administrative-expert>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Barcelona-Gran-Va/Administrative-ExpertREQ-10046406>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Barcelona-Gran-Va/Administrative-ExpertREQ-10046406>