

## Sr. Administrative Assistant

Job ID  
REQ-10047043

4月 02, 2025

USA

### 摘要

The location for this role is East Hanover, NJ.

### About the Role

Professionally and effectively provide Sr. Administrative Assistant support to the IDS team with minimal supervision. Successful candidate must be a team player who can handle multiple assignments while proactively reaching out within the organization to find solutions, anticipate needs of manager, have excellent attention to detail, and function as a partner.

### Key Responsibilities:

- Responsible for: heavy calendaring, travel arrangements, processing expense reports, , arranging

video conferences and internal /external meetings, writing staff meeting minutes with action items, and proven ability to learn new technologies.

- Maintain a high level of confidentiality and securely handle critical material with all levels of management, in a professional manner.
- Excellent interpersonal and written/oral communication skills required for interaction internally and with external partners, ability to lead by influence, and design and improve admin processes.
- May be responsible for composing correspondences and communicating information on behalf of manager.
- Build and prepare routine presentations/memos/reports for approval; the ability to work with financial/budget headcount. reporting systems to provide tracking reports is required
- Handle approval and authorization process on behalf of supervisor for purchasing; exercises pre-determined spending authority.

#### Education:

- High School Diploma is required, Associate's Degree or Bachelor ' s Degree is preferred.

#### Essential Requirements:

- Experience working with an executive level manager strongly preferred.
- Minimum 5 years of administrative experience
- Excellent planning and organizational skills
- Superior attention to details
- Demonstrated accuracy and speed in the use of standard office tools including Word, Excel, and Power-Point.
- Demonstrated ability to work efficiently and to perform tasks simultaneously with supervision in a fast-paced team environment
- Ability to be resourceful, obtain information from the Intranet, learn new software programs quickly
- Excellent interpersonal skills (team player)
- Excellent (oral and written) communication skills
- A strong understanding of Novartis Pharmaceuticals Organizational policies and procedures is a plus.

## Novartis Compensation and Benefit Summary:

The pay range for this position at commencement of employment is expected to be between \$63,600.00 and \$118,200.00 per year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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部门  
US

Business Unit  
Universal Hierarchy Node

地点  
USA

状态  
New Jersey

站点  
East Hanover

Company / Legal Entity  
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area  
Facilities & Administration

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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