

TA Coordinator

Job ID
REQ-10047667

4月 07, 2025

Slovakia

摘要

185+. This is the number of people dedicated to winning people's heart and minds.

Our MISSION is to discover new ways to improve and extend people's lives. We use science-based innovation to address some of society's most challenging healthcare issues. We discover and develop breakthrough treatments and find new ways to deliver them to as many people as possible.

Responsible for the creation and execution of marketing plans for the assigned product portfolio. Leads the orchestration for the development and implementation of initiatives to drive customer satisfaction and positive experience with Novartis solutions for patients and HCP needs beyond medicines. Accountable for driving and optimizing profitability, sales, market share growth and revenue. Elaborate local strategy and tactical plans for a specific customer group and ensure their implementation; this includes developing close relationships and calling on targeted customers as well as executing field activities.

About the Role

The role involves providing independent administrative support both locally and globally, ensuring that service levels meet site-specific requirements. This position is responsible for delivering efficient administrative services and handling a variety of administrative tasks, while also contributing to the optimization of processes and procedures. The role requires active collaboration with team members and associates, and the management of administrative tasks related to specific projects and daily operations.

Major Accountabilities:

- **General Administrative Support:** Manage day-to-day administrative duties and maintain operational processes, including during the absence of the line manager or team members.
- **Team Interaction:** Advise, inform, and support team members and associates from other departments on specific processes, guidelines, and services related to the administrative function.
- **Process Optimization:** Contribute to improving current processes and assist with the introduction of new or modified workflows within the administrative scope.
- **Project Task Management:** Take responsibility for managing clearly defined administrative tasks in specific projects, ensuring they are completed within defined timelines.
- **Supervision and Support:** Assist in onboarding new employees, ensuring a smooth transition into their roles within the administrative area. Oversee the work of colleagues in the administrative team, including apprentices and new employees.
- **Procedure Coordination:** Plan, coordinate, and streamline administrative procedures, ensuring systems are effective and efficient.
- **Reporting and Compliance:** Ensure timely reporting of technical complaints, adverse events, or special case scenarios concerning Novartis products, and distribute marketing samples as required.
- **Key Performance Indicators (KPIs):** Strive for continuous improvement in processes and procedures, manage office needs, and handle contracts with contractors.

Minimum Requirements:

Work Experience: Previous experience in a cross-cultural environment and ability to collaborate across organizational boundaries.

Skills:

- Strong customer value orientation and experience in co-creating compelling solutions.
- Proven ability to manage diversity and proactively solve challenges.
- Deep understanding of organizational structures, working practices, and knowledge management.
- Skilled in transaction deal structuring and sharing insights within the team.
- Effective communicator with the ability to share knowledge and best practices, and engage in storytelling for clear communication.
- Time management expertise and ability to prioritize tasks based on franchise strategy.

- Able to make timely, well-informed decisions and provide customer-focused solutions.

Languages: Proficiency in English is required.

You ' ll receive:

- Competitive salary along with a yearly bonus.
- Monthly pension contribution matching your contribution up to 3% of your gross monthly base salary
- Risk Life Insurance (full cost covered by Novartis)
- 1 week holiday above the Labour Law requirement
- 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report
- Cafeteria employee benefit program - choice of benefits from Benefit Plus SK for 500 EUR per year
- Meal vouchers of 6,50 EUR each working day (full tax covered by the company)
- MultiSport Card contribution

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
International

Business Unit
Innovative Medicines

地点

Slovakia

站点

Bratislava

Company / Legal Entity

SKA2 (FCRS = SK002) Novartis s.r.o

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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



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