

# Executive Assistant

Job ID  
REQ-10075222  
апр 12, 2026  
Чехия

## Сводка

#LI-Hybrid

Internal title: Administrative Professional

Primary location: Prague, Czech Republic  
Additional location: Ljubljana, Slovenia

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

We are welcoming a highly professional, experienced, and motivated Executive Assistant to support multiple members of the global Talent & Development leadership team. In this role, you will manage sensitive and confidential matters with discretion, operate autonomously, and proactively anticipate needs while strengthening collaboration and ways of working. The role offers high visibility and close partnership with leadership, making it ideal for an Executive Assistant who thrives in a fast-paced environment and enjoys influencing outcomes and driving continuous improvement.

## About the Role

### Key Responsibilities:

- **Provide comprehensive administrative support** to your Global Heads of Talent & Development, with elements of support across their teams; support other Leadership Team members with meetings, events, and projects as required
- **Manage complex calendars**, including preparation, organization, and collation of background materials and documents in advance of meetings
- **Coordinate global travel arrangements** and prepare, submit, and monitor approval of expense reports
- **Plan and manage team meetings and events** (e.g. team offsites), including minute-taking where required, tracking action items, and maintaining SharePoint sites, Global Membership Tool distribution lists, and Microsoft Teams channels
- **Oversee financial administration** for the team, including budget tracking, creation and management of Purchase Orders, invoice handling, and coordination of contracts for third-party consultants and vendors in partnership with Procurement
- **Prepare, edit, and review communications** such as correspondence, announcements, presentations, and other written materials as required
- **Collaborate closely** with the Talent & Development Administrative team and with Executive and Administrative teams across Novartis
- **Drive digital and AI-enabled ways of working** supporting continuous improvement in how the function operates

### Essential Requirements

- Excellent administrative skills with thorough knowledge of standard office procedures and protocols, and a proven ability to **handle strictly confidential and sensitive information with discretion and integrity**
- **AI fluency and digital mindset** – interest and working knowledge of AI-enabled tools (e.g. Microsoft Copilot, automation, and collaboration tools), with the ability to leverage technology to proactively improve efficiency, communication, and team effectiveness
- Ability to manage complex and frequently changing schedules in a fast-paced, global environment, while prioritizing effectively and meeting deadlines
- Self-motivated, proactive, and resourceful mindset, with the ability to anticipate needs, identify risks, and propose alternative solutions in response to evolving business, interpersonal, and travel requirements
- Fluent English (written and verbal); additional proficiency in German is an advantage
- Strong proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and SharePoint, with a general aptitude for information technology and learning new systems (experience with tools such as Req-to-Pay, Concur, etc. is an advantage)
- Outstanding organizational and time-management skills, with strong attention to detail, quality, and clear communication

### Desirable Requirements

- Previous experience in a similar position

### Benefits & Rewards (applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week 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 Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### Commitment to Diversity and Inclusion

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

### Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail

to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

**Benefits and Rewards:** Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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Business Unit  
Corporate & Division Services  
Место  
Чехия  
Сайт  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o.  
Alternative Location 1  
Ljubljana, Словения  
Functional Area  
Административные функции  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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