

# Site Administrative Assistant

Job ID  
REQ-10077967  
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США

## Сводка

As the Site Administrative Assistant, you'll play a pivotal role at the heart of the Millburn site, partnering closely with senior leaders to keep operations running smoothly and efficiently. In this position, you'll be trusted with coordinating complex schedules, supporting leadership meetings, and enabling clear communication across the site — all while handling sensitive information with discretion and professionalism. If you thrive in a fast-paced environment, enjoy being the go-to person who keeps leaders organized and informed, and take pride in making an impact behind the scenes, this role offers the opportunity to contribute directly to the success of a growing Novartis site.

## About the Role

#LI-Onsite

**Location:** Millburn, NJ, United States

**Work Schedule:** Monday – Friday, Days

**Relocation Support:** This role is based in Millburn, NJ, United States. Novartis is unable to offer relocation support; please only apply if accessible.

## Key Responsibilities

- Manage calendars, meetings, and priorities for site leaders, ensuring alignment with business needs.
- Coordinate site and leadership meetings, including room booking, agendas, minutes, and follow-up actions.
- Arrange domestic and international travel, build itineraries across time zones, and submit timely expense reports.
- Serve as primary point of contact for sitewide communications, partnering with stakeholders to share clear updates.
- Plan and execute onsite and offsite meetings and events, coordinating logistics, equipment, vendors, and catering.
- Create and maintain Microsoft Teams pages and SharePoint sites, ensuring organized, accessible, up-to-date content.
- Handle confidential information with discretion while providing flexible administrative support to meet evolving site needs.

## Essential Requirements

- High school diploma required, with a bachelor's degree preferred, and at least three years of experience in pharmaceutical, healthcare, or equivalent regulated environments.
- Proven ability to support senior leaders in a fast-paced, team-based setting while partnering effectively with diverse stakeholders.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and collaboration tools used for administrative coordination.
- Excellent verbal and written communication skills, with the ability to convey information clearly and professionally.
- Demonstrated sound judgment and discretion when handling sensitive and highly confidential information.
- Flexibility to work occasional extended or early hours as business needs require.

## Desirable Requirements

- Bachelor's degree in business administration, communications, or a related field.
- Experience supporting senior leadership teams within a complex pharmaceutical or regulated environment.

The salary for this position is expected to range between \$63,600 and \$118,200 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people [click here](#).

**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 \(PDF 30 MB\)](#)

## EEO Statement:

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The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical

condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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