

## Executive Assistant

Job ID  
REQ-10086872  
авг 30, 2026  
Китай

### Сводка

-Responsible for the independent delivery of profound administrative services in a local and a global context. Ensure service levels are delivered in line with site requirements.

### About the Role

#### Major accountabilities:

- General administrative support: takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supports optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Acts as a team member for administrative projects and manages the administrative part of special tasks.
- Supervisory tasks: Guarantees a smooth adjustment to the job of new employees in the own area of responsibility.
- Takes over supervising for colleagues in the administrative area (e.g. apprentices, new employees etc.) -Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

#### Key performance indicators:

- Continuous improvement of processes and procedures -Planning of the office needs & management of contracts with all contractor

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

Дивизион  
Ethics Risk & Compliance  
Business Unit  
Audit & Compliance  
Место  
Китай  
Сайт  
Shanghai (Shanghai)  
Company / Legal Entity  
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd  
Functional Area  
Административные функции  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

## Accessibility and accommodation

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.china@novartis.com](mailto:diversityandincl.china@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Job ID  
REQ-10086872

## Executive Assistant

[Apply to Job](#)  
Job ID  
REQ-10086872

## Executive Assistant

[Apply to Job](#)

---

**Source URL:** <https://novartis.ru/careers/career-search/job/details/req-10086872-executive-assistant>

## List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)
3. <mailto:diversityandincl.china@novartis.com>
4. [https://platform.moseeker.com/m/customize/page/novartis?job\\_number=REQ-10086872](https://platform.moseeker.com/m/customize/page/novartis?job_number=REQ-10086872)
5. [https://platform.moseeker.com/m/customize/page/novartis?job\\_number=REQ-10086872](https://platform.moseeker.com/m/customize/page/novartis?job_number=REQ-10086872)