NOVARTIS

Executive Assistant

Job ID
REQ-10067189
Сен. 24, 2026
Украина

Сводка

-Provide administrative support and purchasing expertise to ensure the timely provision of services for effective and efficient maintenance

About the Role

Major accountabilities:

- General administrative support: Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks.
- Involved in strategic planning processes.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodates customer's specific needs.
- Work processes in own area of responsibility: Initiates new processes or modification of processes and coordinates the introduction of new or modified processes.
- Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.) -Supervisory tasks: Mentors temporary employees or apprentices or assumes a limited project coordination/management role.
- Proactively engage stakeholders to ensure that on site client's expectations are met through high levels of customer service -Effectively manage service vendor to ensure an on time deliverable system.
- 24/7 emergency call support and site attendance is required.
- Flexibility and ownership of the overall operations.
- 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:

- Enhance operational effectiveness and efficiency -Consistently monitor and control the quality of performance -Reduce operational costs -Maximize asset value and extend asset life cycle

Minimum Requirements:
Work Experience:

- Managing Crises.
- Cross Cultural Experience.
- Collaborating across boundaries.

Skills:

- Quality decision making.
- Managing resources.
- Creativity and visioning.
- Being assertive.
- Conflict management.
- Challenging the status quo.
- Influencing and persuading.
- Transaction Deal Structuring.
- Franchise Strategy Prioritization.
- Analyzing stakeholder requirements.

Languages :

- English
- Ukrainian

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
International
Business Unit
General Management
Место
Украина
Сайт
Kyiv
Company / Legal Entity

UAP0 (FCRS = CH024) NOPH SERVICES UKRAINE
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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