

## Executive Assistant - HR Leadership

Job ID  
REQ-10086943  
сен 04, 2026  
Мексика

### Сводка

We're a team of dedicated and passionate people united by a drive to achieve together. You will support multiple members of the global Talent, Development & Learning leadership team based in USA and , with elements of broader support across the global T&D Leadership Team. You will handle a wide range of sensitive and strictly confidential matters and represent the function with maturity, tact, discretion, and sound judgment and operate in a highly autonomous manner and are expected to proactively anticipate needs, offer solutions, and contribute ideas that strengthen how the team works together.

This role offers high visibility, close partnership with senior leaders, and the opportunity to shape how the global Talent & Development function operates. It is well suited for an experienced Executive Assistant who enjoys working at pace, influencing outcomes, and continuously improving ways of working.

### About the Role

#### Key Responsibilities:

- Provide comprehensive administrative support to your Global Heads of T&D, with elements of support across their teams; support other LT 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 minutetaking where required, tracking action items, and maintaining SharePoint sites, GMT 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 Criteria:

- 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.
- Ability to manage complex and frequently changing schedules in a fastpaced, 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
- Strong proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and SharePoint, with a general aptitude for information technology and learning new systems.
- Outstanding organizational and time-management skills, with strong attention to detail, quality, and clear communication
- Fluent English (written and verbal)

#### Desirable Criteria:

- Previous experience supporting Leaders globally.
- 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.
- An interest in People and Organisation functions.

#### Accessibility and Accommodation:

Novartis is committed to work with and provide 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 [tas.mexico@novartis.com](mailto:tas.mexico@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>

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Административные функции  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
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