NOVARTIS

Senior Administrative Assistant

Job ID
REQ-10090141
Ноя. 04, 2026
США

Сводка

#LI-Hybrid

This position will be located at East Hanover, NJ and will not have the ability to be located remotely. This position will require some travel as defined by the business (domestic and/ or international).

The Senior Administrative Assistant provides senior-level executive support and operational partnership to enable executive effectiveness, disciplined prioritization, and high-quality execution in a fast-paced, matrixed environment.

This role serves as a trusted extension of the executive office, supporting senior leaders, leadership teams, and key internal and external stakeholders with exceptional judgment, discretion, organizational agility, and polished communication. The role is responsible for anticipating executive needs, managing complex and competing priorities with minimal direction, strengthening leadership team operating rhythms, and enabling digital, AI-enabled, and collaborative ways of working.

About the Role

Key Responsibilities:

- Coordinate executive calendars, meetings, interviews, and leadership engagements, ensuring alignment with key business priorities.
- Manage complex domestic and international travel, including visas, conferences, and executive readiness requirements.
- Build and maintain strong relationships with senior internal and external stakeholders to facilitate collaboration and issue resolution.
- Leverage AI-enabled tools and digital workflows to enhance productivity, streamline processes, and improve information management.
- Draft, prioritize, and manage executive communications with discretion, confidentiality, and sound judgment.
- Oversee expense reporting, purchase orders, invoicing, R2P processes, and administrative controls to support efficient operations.
- Maintain and optimize digital systems, including SharePoint, OneDrive, filing structures, distribution lists, and business documentation.
- Plan and execute meetings, conferences, leadership events, visitor management, and related logistics to deliver a seamless stakeholder experience.
- Provide backup support for executive administration functions and serve as a trusted resource on policies, procedures, and organizational processes.
- Demonstrate operational excellence through accuracy, responsiveness, effective prioritization, and consistent delivery in a fast-paced executive environment.

Essential Requirements:

- **Education:** Associate’s degree, Bachelor’s degree, or equivalent experience
- Minimum 5+ years of experience providing executive-level administrative support in complex, matrixed organizations.
- Proven ability to build trusted relationships, influence stakeholders, and work effectively across all organizational levels.
- Exceptional organization, prioritization, and time-management skills, with success in fast-paced, high-pressure environments.
- Extensive experience managing executive calendars, travel, expenses, purchase orders, and related business operations.
- Strong communication, professionalism, and executive presence when interacting with senior leaders and external stakeholders.
- Highly proactive, adaptable, and self-directed, with sound judgment, attention to detail, and the ability to manage confidential information.
- Advanced proficiency in MS365, SharePoint, Office applications, Concur, R2P, and AI-enabled productivity tools, with flexibility to provide executive coverage and operational support as needed.

Novartis Compensation Summary:

The salary for this position is expected to range between $63,600 - $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

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:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

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 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.

Дивизион
US
Business Unit
General Management
Место
США
Состояние
New Jersey
Сайт
East Hanover
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Административные функции
Job Type
Full time
Employment Type
Regular
Shift Work
No

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