

Analyst, Investor Relations Operations

Job ID
REQ-10047923

5月 02, 2025

Switzerland

摘要

Location: Basel, Switzerland

As a member of the Strategy & Operations team within Investor Relations (IR), the Investor Relations Operations Analyst manages projects and supports planning and logistics for the IR team to ensure seamless execution and delivery of key initiatives, including quarterly earnings.

About the Role

Your responsibilities include, but not limited to:

- Manage quarterly earnings prep process and logistics, coordinating with stakeholders across the company to ensure seamless execution. This includes drafting the timeline, aligning all stakeholders, scheduling prep meetings, reviewing draft materials for completeness, and

managing the live call and webcast.

- Support planning and logistics for key IR events, including roadshows, conferences, investor days and team off-site meetings.
- Manage the IR inbox, including replying to correspondence on behalf of the IR team, maintaining a high standard of professionalism and accuracy.
- Manage external IR website content and update as needed.
- Provide planning and administrative support to Basel-based IR team, including drafting briefing materials for senior management, tracking investor meetings and uploading notes to our CRM system, and preparing travel arrangements and expense reports.
- Support planning of Cost Center target, managing budget to target, raising purchase orders, coordinating yearly vendor negotiations and sourcing for competitive bids, liaising with US finance team to monitor NYSE fee and ADR program.
- Cultivate a culture of efficiency and excellence by implementing best practices and continuous improvement initiatives, enhancing team effectiveness and driving innovation.

What you'll bring to the role:

- Relevant degree (e.g. business, finance or other), or equivalent relevant experience.
- Proficiency in English & German is required - spoken & written.
- Good Project Management experience.
- Experience in consulting is desirable.
- Good problem solving skills
- Good with technology and willingness to embrace new tools & techniques.
- Ability to work in a complex environment, collaborating across teams and functions.
- Good analytical skills

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部门
Finance

Business Unit
Corporate

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C010 (FCRS = CH010) Novartis International AG

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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