

Executive Assistant

Job ID
REQ-10050653

5月 01, 2025

India

摘要

The Executive Assistant will provide high-quality executive administrative support to the Head of Business Solutions International. This role involves managing, planning, coordinating, and communicating administrative and organizational assignments with a high business impact. The Executive Assistant will act as an active business partner, ensuring productivity through routine administrative activities as well as non-routine activities and special projects.

About the Role

Executive Assistant

Location - Hyderabad #LI Hybrid

Major accountabilities:

General Administrative Support:

- Manage complex administrative and organizational assignments independently.
- Handle general administrative tasks and maintain administrative processes.
- Inform, advise, and support the Head of Business Solutions International and the team on processes, guidelines, and services specific to the department

Meeting and Travel Management:

- Schedule and manage on-site, off-site, and virtual meetings across international time zones.
- Organize and maintain logistics for business travel, including visas and reservations.
- Submit expense reports as needed

Project Coordination:

- Act as a project coordinator/manager for administrative projects, including design, planning, implementation, and communication.
- Support optimization of current processes and introduction of new or modified processes

Documentation and Communication:

- Prepare technical presentations, graphs, spreadsheets, and management reports.
- Create and maintain contact lists, correspondences, and emails.
- Take minutes during key meetings and department meetings

Stakeholder Management:

- Cover all administrative tasks to manage internal and external stakeholders.
- Arrange and follow up on national and international travel arrangements involving multiple locations and individuals

Minimum Requirements:

- Bachelor ' s degree or equivalent experience.
- Strong organizational and time-management skills, with the ability to prioritize tasks.
- Excellent verbal and written communication skills, with a keen attention to detail.
- Tact and confidentiality in handling sensitive, confidential information.
- Ability to balance multiple priorities while remaining proactive, adaptable, and efficient.
- Advanced technical skills including MS Word, Excel, and PowerPoint

Work Experience:

- 5+ years of experience providing administrative professional support to senior executives.
- Experience working in a large, dynamic, fast-paced, and highly matrixed organization.
- Experience arranging international travel and expense reimbursement.

- Project management certification is a plus

Skills:

- Proactive thinking and managing challenges.
- Effective communication and customer-focused solutions.
- Cross-cultural experience and managing diversity.
- Collaborating across boundaries and best practice sharing

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部门
International

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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