

Strategic assistant

Job ID
REQ-10052305

5月 15, 2025

Kazakhstan

摘要

Acts as strategic assistant, providing operational support to the President of Emerging markets and the Cluster leadership team. Support with different projects across Novartis sites as assigned by the President of Emerging markets and/or Leadership team.

About the Role

Major accountabilities:

- Maintains a close and highly responsive relationship to the day-to-day activities of the President of Emerging markets.
- Manages and organizes administration work for President of Emerging markets, organizes meetings and calendar.
- Participates in local Leadership team meetings and supports with agenda, pre-reads, and minutes as well takes ownership of meeting arrangements.

- Coordinates internal communication together with President of Emerging markets.
- Drives employee engagement internally and supports external communication activities (incl. existing social media channels) of the organization to enable greater external visibility of Novartis.
- Supports GCC and CLT committees.
- Participate in establishing the common standards for operational excellence for office support personnel, administrators and assistants, across Novartis sites in the Cluster.
- Coordination of Business Continuity Plan and Coordination of NEM, involving relevant stakeholders and acting like SPOC in order to secure that BCP and NEM is up to date. BCM and NEM controls owner.

Key performance indicators:

- Brings insights and innovation into global processes
- Coordination of effective communication
- Accurate, timely and effective support of the President of Emerging markets and Leadership team.
- Accurate, timely and effective support for driving projects in the Cluster as assigned.

Minimum Requirements:

- University degree (Business administration, Law). Additional certification in HSE is an advantage.
- English, fluent - written and spoken, fluency in local language is an advantage.
- Experience on the same position is 1 year or more.
- Proficient in MS Office
- Client-orientation, accuracy, attentiveness to details, results-orientation, high level of integrity and compliance.

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部门
International

Business Unit
Innovative Medicines

地点
Kazakhstan

站点
Kazakhstan

Company / Legal Entity
KZP0 (FCRS = CH024) NPHS Almaty RO Kazakhstan

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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