

Senior Administrative Operations Assistant

Job ID
REQ-10052534

9月 12, 2025

USA

摘要

The Senior Administrative Operations Assistant will provide high-level administrative support to US Patient Safety and Pharmacovigilance (US PS PV). This role requires exceptional organizational skills, attention to detail, and the ability to handle sensitive information with discretion. This role is crucial in maintaining smooth project operations and facilitating effective communication and collaboration within the PS PV community.

About the Role

Key Responsibilities:

- Provide administrative assistance for allocated team members, such as managing/scheduling meetings, booking meeting rooms, set-up videoconferences/teleconferences, arranging travel (etravel form, roaming on phones), preparing itineraries, submitting REFs requests, and processing expense reports/purchase orders and invoices

- Assist in meeting planning and preparation, including drafting agendas and meetings and following up on action items
- Collect, store and maintain all auditable documentation as per Novartis Internal Standards including CVs, JDs, and organization charts (US & Global) that pertain to US PS& PV.
- Prepare, organize and maintain files and records, both electronic and physical related to US PS PV staffing (e.g., FTE Staffing Excel Sheet, standard distribution lists, emergency contact numbers list)
- Ensure periodically ordering and availability of US PS PV office supplies (e.g., envelopes for outgoing whitemail, inspection supplies)
- Prepare and edit correspondence, reports, presentations, and other documents
- Provide administrative support for special projects and initiatives
- Maintain a centralized repository of project-related documents including, but not limited to, project tracker, minutes, one-pagers, ensuring they are up-to-date and easily accessible
- Collate and support accurate and timely KPI/metrics and management reports, as needed.
- Other agreed tasks assigned by manager

Essential Requirements:

- Bachelor in field of Administration, Life Sciences or in a relevant field such as business administration or project management, or relevant job experience with at least 3-5 years of experience in a similar role
- Experience in patient safety / pharmacovigilance would be preferred
- Excellent knowledge of job-relevant software, in particular MS Office (Outlook, Excel, Word, PowerPoint)
- Is an experienced user of technical resources (e.g. teleconferencing equipment, computer skills) with ability to effectively troubleshoot any technical or logistical challenges that arise.
- Demonstrate teamwork and willing to learn. Strong interpersonal and communication skills, with the ability to build and maintain relationships with stakeholders at all levels in a structured, customer-centered way. Ability to work independently and cross-functionally.
- Strong problem-solving skills to ensure proper version control, manage access rights, and find efficient ways to retrieve information
- Ability to make recommendations and be proactive.
- Maintains confidentiality of privileged information

Desirable Experience:

- Highly organized and results-oriented, with a keen attention to detail , exceptional time management skills, prioritization abilities, and self-management.

Key Performance Indicators

- Accurate and on-time completion of travel expenses and travel arrangements for all US PS PV
- Exercises some independent discretion and judgment in solving problems
- Strong collaboration with relevant stakeholders: Building and maintaining good relationships with all stakeholders

The pay range for this position at commencement of employment is expected to be between \$70,000 and \$130,000/year; however, while salary ranges are effective from 1/1/25 through 12/31/2025, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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+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.

部门

Development

Business Unit

Universal Hierarchy Node

地点

USA

状态

New Jersey

站点

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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