

Executive Assistant Head of International Strategy

Job ID
REQ-10053425

6月 10, 2025

Switzerland

摘要

As Executive Assistant you will act as an administrative support of the leader and the team within the International Strategy team. You will responsible for managing, planning, coordinating, and communicating - administrative and organizational activities for the Head of International Strategy and the strategy team.

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to

Administrative support & on- and off boarding for leader/team

- Being responsible for independently providing secretarial and administrative support for the leader and the team
- Arrange and follow up on national and international travel arrangements such as visas and other requirements/ reservations, involving multiple locations and individuals and process all related travel expenses.
- Day-to-day calendar management with internal and external stakeholders
- Support of communication activities such as announcement process, Teams maintenance, updating of distribution lists etc.
- Budget activities specific to the necessities of leader / team.
- Preparation of technical/ presentations, graphs and spreadsheets and management reports, as well as taking minutes, creating contact lists, correspondences, and emails
- Manage all requirement for onboarding and offboarding of team members/management and coordination of access rights (Workday, badge, Teams access, IT equipment, etc.)
- Pre-define the admin that will cover the role in extended leaves
- Drive digitalization of processes and meetings/workshops
- Close collaboration with other ILT Executive Assistants
- Support broader business team on special scheduling / planning activities, if and when needed

Meeting coordination and Event & project management

- Organizing and coordinating key meetings and department meetings - including venues for large meetings. Preparation of materials for the meeting and take minutes accordingly.
- Leadership meeting preparation in alignment with leader & team: Agenda, pre read distribution, taking minutes, coordination of key speakers
- Support and lead smaller projects related to the function/team priorities

Essential Requirements:

- Commercial training (for Switzerland e.g. Swiss Association of Commercial Employees, business school) or equivalent (e.g. other vocational qualification, must have very good administrative skills/experience)
- Good written and spoken English (and for Switzerland German, knowledge of other languages (e.g. French) advantageous)
- 5+ years of experiences in an administrative supporting function with senior leadership team
- Proven ability to collaborate effectively within an international matrix organization
- Outstanding communications skills, both verbal and written
- Outstanding flexibility, adaptability, and sense of client service, strong in collaborating with other assistants in ILT
- Strong in prioritizing tasks across multiple stakeholders
- Flexibility and agility in handling last minute job requirements. Able to handle stressful situations with measured calmness and decisiveness.
- Strongly preferred significant previous experience with ILT leaders and International experience

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部门
Finance

Business Unit
Innovative Medicines

地点
Switzerland

站点
Basel (City)

Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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