

## Administrative Assistant

Job ID  
REQ-10056576

7月 14, 2025

Czech Republic

### 摘要

Perform the role of Administrative Assistant for the Novartis Foundation for Medical-Biological Research in Switzerland.

### About the Role

#### Key Responsibilities:

- Stage and manage requests for proposals (3 per year): receive proposals, archive and organize database, make assignments for review, stage review, communicate with the board to prepare review
- Support President of the board for the review, take notes and document review
- Issue meeting minutes

- Communicate with granted recipients of the success of their application
- Ensure timely and compliant payment
- Issue yearly reports: financial, progress report to be communicated to chairman of the Board; ensure administrative process of rotations within the Board
- Ensure payments of Boards members external to Novartis
- Maintain and upgrade website; develop a workflow enabled, fully automated and digital process in alignment with the IT function
- Fully document duties, plan on knowledge preservation and business continuity/ contingency
- Support other minor aspects of Secretary of the Foundation.

#### Key Requirements:

- University Degree in relevant area required
- Previous administrative experience
- Effective Communication with fluent English both written and spoken
- Knowledge of MS Office, PowerPoint
- Ability to influence key stakeholders
- Knowledge of German would be advantage

This role is for part time of 20 hours a week.

#### You ' ll receive

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

#### Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If,

because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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部门  
Finance

Business Unit  
Universal Hierarchy Node

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Audit & Finance

Job Type  
Part time

Employment Type  
Regular

Shift Work  
No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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