

## Operation Assistant

Job ID  
REQ-10057703

7月 13, 2025

Taiwan

### 摘要

Provide professional administration support to the teams.  
Office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender.

### About the Role

Major accountabilities:

- Provide administration supports to the teams, which include: daily operations support, business events and meetings arrangements, NVS guidance expert, and purchasing goods/or services etc.
- Take role as the contact window of KAM team to provide office base support for tender bidding document preparation, account contract preview and communication with the tender team of external vender

- Proactively monitor/follow-up the progress of assigned tasks and report to business leaders timely
- Responsible for meeting logistic which including venue booking, catering, meeting material printing, facilities, coordination between internal/and external customers/and vendors, and other ad-hoc assignments
- Prepare regular business reports for responsible teams timely and accurately
- Conduct cross-functional communication/follow-up of business process to complete tasks/assignments
- Partner with Compliance Officer to build up the internal control governance and ensure its execution excellence

Key performance indicators:

- Deliver operational support with high quality
- Demonstrate excellent cooperation and collaboration with cross-functional stakeholders to ensure operation efficiency and effectiveness
- On-time report delivery

Minimum Requirements:

Work Experience:

- At least 3-year working experience in administration role. With healthcare industry experience is a plus
- Detail-oriented
- Demonstrate teamwork and willing to learn
- Project excellence in demonstrating strong coordination, collaboration and quality execution
- Good communication and interpersonal skills
- Be familiar with MS office

Skills:

- Optimizing Customer value by co-creating and developing compelling
- Managing diversity, challenges and transformation
- Proactive thinking.
- Excellence execution and best practice sharing.
- Knowledge of organization structures and working practices.
- Effective and Storytelling in communication.
- Time Management.
- Company and Department Strategy Prioritization.
- Customer focused solutions.

Languages :

- English.
- Chinese

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部门  
International

Business Unit  
Innovative Medicines

地点  
Taiwan

站点  
Taipei

Company / Legal Entity  
TW03 (FCRS = TW003) Novartis (Taiwan) Co. Ltd

Functional Area  
Facilities & Administration

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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