

Executive Assistant to Global Head, PK Sciences

Job ID
REQ-10058386

8月 04, 2025

USA

摘要

#LI-Onsite

This role is based in Cambridge, MA. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. Company will not sponsor visas for this position.

Translational Medicine is seeking a proactive, creative, resourceful and integrative thinker for an Executive Assistant role supporting the Global Head of PK Sciences based in Cambridge, MA.

The ideal candidate will be a partner to the Head of PK Sciences, managing all day-to-day facets of the leader's administrative needs. He/she will represent the Global Head, and the greater PK Sciences department, in a professional, polished, and mature manner with tact, diplomacy, discretion, and good judgment. As a proactive and integral contributor to the PK Sciences team, you will be an organizational hub for the department and will work collaboratively and effectively within the greater PK Sciences and Translational Medicine administrative team. There will be interaction with all levels of management in Biomedical Research and other Novartis divisions, as well as external partners.

About the Role

Key Responsibilities:

This person must manage competing priorities in a fast-paced environment, including:

- Being a partner to the Global Head by understanding strategic priorities, key relationships, specific needs and then advise and make recommendations to best support the Global Head; and representing the office and the department in a positive light through great follow-through skills, communications and sound judgement.
- Proactive management of Global Head calendar across multiple time zones, including understanding priorities, helping with preparation in advance of meetings and making sure that all business needs are coordinated; respond to requests by gathering and providing information.
- Coordinating domestic and international travel for the Global Head.
- Manage sensitive matters with a high level of confidentiality and discretion.
- Schedule meetings for the PK Sciences Leadership Team as needed and oversee meeting logistics and room bookings. Send invitations, manage catering and request AV support (as needed).
- Plan and coordinate onsite and offsite events and meetings within a budget, including the organization of internal and external global meetings, videos, and conference calls.
- Prepare and submit expense reports and monitor approval flows relating to travel and other expenses as well as for invited speakers and consultants.
- Collaborate on other departmental or ad hoc requests as needed, and cover for other admins as needed.

Essential Requirements:

- This position will be located at the Cambridge, MA site and will not have the ability to be located remotely. This position will require 0-2% travel as defined by the business (domestic and/ or international).
- High school diploma required. Associates or Bachelor ' s degree preferred or equivalent relevant experience.
- 8+ years of experience in providing administrative support to executive-level managers, with preference for experience in a large complex multi-national company ideally in life sciences.
- Proficiency with Word, Outlook, Excel, PowerPoint, SharePoint and Zoom. General affinity for information technology and for learning new software.
- Excellent communication skills including a sound command of verbal and written English; additional languages appreciated.
- Ability to write and to proofread email messages and other documents. Proven ability to draft formal emails to external and internal stakeholders.
- Discretion to handle confidential and sensitive information, including personnel issues, sensitive negotiations with external parties, patient information, and other legal documents.
- Proven track record of excellent service-oriented interpersonal skills, used to successfully develop effective, collaborative relationships across a diverse, global organization. You

consider the impact of what you write and say and how your language affects others. You enjoy and work successfully with others that have different nationalities, languages, thinking styles and approaches to work.

- Pro-active, results-driven self-starter; good planning, prioritization, problem solving and organizational skills; thoughtful and cooperative team colleague, flexible and adaptive to change; resilient and enthusiastic, responding constructively to different ideas and input.
- Independent working style, well organized and committed with a strong sense of responsibility.
- Ability to handle the stress involved in managing complicated schedules for an executive in a complex environment with frequently required changes and adjustments, including the ability to prioritize and handle multiple tasks in a timely fashion.
- Self-motivated and resourceful personality that searches for ways to anticipate needs and to conceive of alternatives and potential solutions to occasionally difficult and often changing scheduling, interpersonal, and travel needs.

Desirable Requirements

- A curious mind and proven instinct to find creative new approaches and apply them successfully.
- You embrace change and seek opportunities to grow professionally. You are open to diverse perspective and eager to expand skill sets.
- MS Teams experience.

The salary for this position is expected to range between \$63,600 and \$118,200 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +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

Biomedical Research

Business Unit

Universal Hierarchy Node

地点

USA

状态

Massachusetts

站点

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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