

Administrative Assistant (temporary, maternity cover role)

Job ID
REQ-10059828

8月 26, 2025

Israel

摘要

#LI-Hybrid
Location: Israel

This role is based in Israel. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Are you ready to join one of the world's leading pharmaceutical companies and contribute to ensuring that patients in Israel have access to innovative and life-changing medicines?

This position is a temporary maternity cover role.

The purpose of this role is to support the department by constructive contribution using initiative and creativity in order to meet the department's objectives and key performance indications. This also requires flexibility, good teamwork and coordination among the stakeholders. The Marketing assistant will have a basic understanding of the Novartis portfolio, purchasing guidelines and Health Authority guidelines.

This position reports to the Innovation and Digital Head.

About the Role

Key Responsibilities:

- Supports the team in all administrative aspects of their work. Assists with all contact persons outside the company, including Suppliers, etc.
- Coordinates and assists with preparation for marketing events, responsible for ordering marketing material according to guidelines.
- Responsible for the timely input into the purchasing module of SAP BI of all purchasing activities according to guidelines.
- Preparing the administrative support for Grant committee. Coordinates with external warehouse according to needs.
- Assists Field Force with any administrative support needed. Have an understanding of the Novartis portfolio, Novartis Marketing requirements, and HA guidelines.
- Routine secretarial work: telephone, e-mail, written correspondence, meetings, circulation of documents, filing, copying, ordering of documents and publications.
- Prepare presentations, graphics, tables, illustrations, slides.
- Deals with incoming inquiries and handles internal and external matters requiring immediate attention/action.
- Establishes and coordinates programs for outside visitors and provides assistance. Coordinates business travel arrangements

Essential Requirements:

- Education: Bachelor's degree.
- Previous experience from an administrative position (marketing assistant, buyer, procurement, office assistant, etc.)
- Proficient Hebrew and English, both written and spoken.
- Organized and focused.
- Stakeholder management.
- Great communication skills.

Desirable Requirements:

- Previous working experience from a global corporate environment.

About Novartis Israel:

Novartis is a leading pharmaceutical company renowned for its innovation. In Israel, we pioneered the introduction of advanced cell and gene therapies. Our commitment to research and development

spans a wide range of therapeutic areas, including oncology, chronic conditions, and rare diseases. We take pride in being a proactive partner, contributing to the advancement of healthcare solutions.

As a global pharmaceutical leader headquartered in Switzerland, Novartis is among the largest pharmaceutical companies in Israel. Our mission is to lead in delivering innovative medicines to patients across the country. We are dedicated to fostering a dynamic work environment that promotes personal development and professional growth.

Commitment To Diversity & Inclusion:

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

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>

部门
International

Business Unit
Innovative Medicines

地点
Israel

站点
Israel

Company / Legal Entity
IL04 (FCRS = IL004) Novartis Israel

Functional Area
Marketing

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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