

Administrative Expert

Job ID
REQ-10061268

9月 11, 2025

Czech Republic

摘要

Location: Novartis, Prague, Czech Republic #LI-Hybrid

About the Role:

Step into a role where your organizational skills and attention to detail truly make a difference. As an Administrative Expert, you ' ll be the trusted support for the Head of Global Process Owner and the FRA Operations leadership team, helping to coordinate events, manage schedules, and ensure smooth operations across borders. Based in Prague, you ' ll play a key part in enabling collaboration and efficiency, while working in a dynamic, international environment that values professionalism, discretion, and proactive thinking.

Please note, we offer 6 months contract that can be extended based on the performance/need. This role can be part-time 80 % or can be adjusted if necessary.

About the Role

Key Responsibilities:

- Manage calendar, organize business trips, travel expenses for Head of Global Process Owner
- Coordinate agendas and logistics for FRA Operations events and workshops with associates joining from the Czech Republic/other countries
- Prepare and submit purchase orders and invoicing documentation in our internal systems
- Provide backup support during team absences and vacations
- Support cross-country collaboration for events and meetings
- Respond to ad hoc requests from FRA Operations leadership team in Basel
- Maintain confidentiality and professionalism in all communications
- Contribute to a positive and efficient administrative team environment

Essential Requirements:

- University degree in business administration, finance, or accounting is preferred
- 1-2 years of experience in administrative support roles
- Excellent written and verbal communication skills in English
- Ability to build positive relationships with team members and Novartis employees
- Proficiency in Word, Outlook, Excel, PowerPoint, and SharePoint
- High attention to detail and accuracy in handling confidential information
- Ability to work independently and proactively while knowing when to seek guidance
- Discretion in managing sensitive information, including legal and personnel matters

Desirable Requirements:

- Experience using MS Teams for collaboration and communication
- Fluency in Czech and/or German is an advantage

Benefits & Rewards

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/>

Commitment to Diversity and Inclusion / EEO paragraph:

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

<https://talentnetwork.novartis.com/network>

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 order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@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>

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
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
Temporary (Fixed Term)

Shift Work
No

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