

Administrative Expert / Professional

Job ID
REQ-10061289

9月 16, 2025

India

摘要

The Executive Assistant is a non-supervisory position responsible for providing administrative support activities working with India P&O NOCC Head and Global P&O Head for NOCCs. The incumbent is responsible for coordination of activities to support the management on goals and objectives. Ensures prioritization of workload and balanced utilization of cross-functional team resources and works very closely with the senior management. Other responsibilities include supporting cross-departmental and cross-divisional activities.

About the Role

Major accountabilities:

- Roles and Responsibilities:
- Coordinates with Site leaders, Global P&O leaders and calendarize meetings.
- Must be able to maintain confidentiality and the decorum of the Executive office.

- Excellent organization skills together with problem solving skills.
- Drafts correspondence, when appropriate, follows up on responses to be drafted by others.
- Serves as a liaison with organizers of events and make travel arrangements for both local and global travels including documentation for visa processing, coordination with external and internal resources for hotel reservations, transportation arrangements, expense management etc.
- Establishes and maintains a variety of files and records.
- Coordination with different functions and arrangements for events conducted at site, as and when required.
- Manage travel, accommodation, meeting schedules of Global visitors from Executive Office and in general for other visitors, as and when required.
- Coordinates with external consultants, vendors, and internal presenters.
- Handle multiple priorities in a fast-paced environment.
- Must be proficient in the use of Microsoft software (Power point, Word and Excel) and Outlook.

Key performance indicators:

- Continuous improvement of processes and procedures
- Planning of the office needs & management of contracts with all contractor

Minimum Requirements:

Work Experience:

Experience: Minimum of 5 years of relevant experience in a similar role in the field of corporate environment dealing with multi-national experience.

- Cross Cultural Experience.
- Collaborating across boundaries.

Skills:

- Optimizing Customer value by co-creating and developing compelling.
- Managing diversity.
- Proactive thinking.
- Managing challenges.
- Knowledge of organization structures and working practices.
- Knowledge management.
- Transaction Deal Structuring.
- Sharing insights on HCS.
- Best practice sharing.
- Storytelling in communication.
- Time Management.
- Franchise Strategy Prioritization.
- Timely decision making.
- Effective communication.
- customer focused solutions.

Languages :

- English.

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部门

International

Business Unit

Universal Hierarchy Node

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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