

Administrative Expert to the Medical TA

Job ID
REQ-10062011

9月 25, 2025

Switzerland

摘要

Location: Rotkreuz, Switzerland #LI-Hybrid

Purpose of the role:

As an Administrative Expert, you will independently manage and deliver essential administrative services, ensuring seamless support for the medical leadership team and contributing to efficient operations.

You will serve as the subject matter expert for overarching topics regarding processes or tool across the organization, providing support and guidance on relevant business processes and questions.

This role is part of the Medical Affairs team and reports directly into the Head Medical Affairs & CSO in Rotkreuz.

About the Role

Major Accountabilities

- General administrative support: takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supports optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Acts as a team member for administrative projects and manages the administrative part of special tasks.
- Supervisory tasks: Guarantees a smooth adjustment to the job of new employees in the own area of responsibility.
- Takes over supervising for colleagues in the administrative area (e.g. apprentices, new employees etc.) -Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)
- Deputizes for critical business processes during absences/holidays as defined by the admin community
- Provides support and guidance on relevant business processes and questions to entire organization as a subject matter expert for defined topics

What you 'll bring to the role:

- Bachelor 's Degree in any relevant discipline
- Full professional proficiency in English and in German, Italian and or French are considered a plus
- 3+ years of experience as project coordinator or providing administrative support in a big company
- Experience in collaborating x-functionally
- Advanced proficiency in Microsoft Office (e.g. MS Word, MS PowerPoint, MS Excel, MS Outlook)
- Drive continuous improvement of administrative processes and procedures
- Embrace the principle of shared accountability by proactively supporting colleagues within the admin community and foster knowledge transfer to enhance collective expertise and operational efficiency

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>

Disclaimer*: Some restrictions on flexible working options may apply and will be discussed during interview if applicable

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>

Commitment to Diversity and Inclusion / EEO:

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

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 diversity.inclusionch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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

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部门

International

Business Unit

Innovative Medicines

地点

Switzerland

站点

Rotkreuz (Office-Based)

Company / Legal Entity

C018 (FCRS = CH018) Novartis Pharma Schweiz AG

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://www.novartis.com/about/strategy/people-and-culture>
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