

Assistant

Job ID
REQ-10062193

9月 16, 2025

Spain

摘要

Location: Barcelona, Spain #LI-Hybrid

Novartis Spain is an internationally renowned pharmaceutical company, specializing in the research, development and commercialization of innovative medicines. As part of our growing activities, we are looking for an Assistant on a permanent contract for our headquarters in Barcelona.

In a role of an Assistant in Novartis, you will be responsible for the independent delivery of profound administrative services in a local and a global context. It is expected you will ensure service levels are delivered in line with site requirements.

About the Role

Your responsibilities will include, but are not limited to:

- 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)

What you ' ll bring to the role:

Essential criteria:

- Solid experience working as assistant of a General Manager.
- Excellent knowledge of written and spoken English and Spanish.
- Strong interpersonal, communication, prioritization and time management skills.
- Project Management experience.

Desirable criteria:

- Technology savvy.
- Event organization experience.

Your benefits in joining Novartis:

- Attractive salary range
- Annual bonus
- Strong focus on your career development
- A “Quality of Work Life” approach, allowing you to propose improvements to your daily work environment
- Special attention to your work-life balance, with options such as remote working, annualized part-time arrangements, and parental leave
- Comprehensive social coverage for you and your family
- Various employee recognition programs

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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部门
Ethics Risk & Compliance

Business Unit
Innovative Medicines

地点
Spain

站点
Barcelona Gran V í a

Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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



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