

Administrative Expert / Professional

Job ID
REQ-10062203

9月 30, 2025

Ireland

摘要

Support GCO Head or GCO leader(s) by independently be responsible of managing complex administrative and organizational assignments. Support GCO Head or GCO leader(s) by being responsible for independently managing complex administrative and organizational assignments. Responsible for the planning and execution specific project activities related to respective GCO function (such as coordinating & collating functional information/ data reports, change management support activities, financial reporting activities and functional tools management).

About the Role

Key responsibilities

- Manage departmental leader correspondence, appointments, calendars (where agreed),

deadlines, and database administration.

- Coordinate, track, verify, reconcile, and interpret functional updates and information requested by leaders.
- Handle independent administrative tasks: prepare and follow up on meetings and presentations; schedule events and planning.
- Proactively support preparation of team meetings, agendas, and follow up on key action items.
- Support leaders in Strategy & Operations tasks such as simple budgeting, timecards, and organizational charts.
- Run functional and cross-functional initiatives, maintain social media tools, drive content alignment with members, and continuously improve tools, and supports team and associates from outside the team on services specific to Department
- Support hiring: schedule interviews, assist talent sessions, consolidate feedback, and facilitate onboarding for new hires.
- Act as point of contact for cross-functional admin; manage communication platforms, SharePoint setup/maintenance, meeting tech; handle task orders, POs, vendor onboarding, resolve payment and NVS supply issues.

Essential requirements

- Commercial training or equivalent vocational qualification; very good English, other languages a plus.
- Proven success as an Administrative Expert with additional project coordination experience.
- Highly organized with excellent time management, prioritization, and self-management.
- Strong prioritization abilities ensuring focus on high-impact tasks and deadlines.
- Advanced team player with strong interpersonal skills and a track record of collaborative relationships.
- Effective in global team settings; meets timelines and works independently.
- Strong verbal and written communication skills with solid interpersonal effectiveness.
- Skilled in presentation creation; proficient in Excel and SharePoint; eager to learn new applications.

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部门

Development

Business Unit

Innovative Medicines

地点

Ireland

站点

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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