

Administrative Project Coordinator

Job ID
REQ-10063526

10月 01, 2025

India

摘要

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

Responsible for managing end to end departmental Purchase Order requisitions for specific site (i.e. all activities related to supplier record, Shopping Cart, Good Receipt and Purchase Order, invoicing etc).

In addition, perform varied administrative support to GMA department as per requests with ability to multitask. using independent analysis of situations and judgment

About the Role

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Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Proficient in coordinating & managing and interpreting specific functional information and update requested by functional leaders (e.g. requesting, tracking, verifying, reconciling functional update and information)
- Independent administrative and organizational assignments including creation and follow up on preparing meetings & presentations, scheduling event planning.
- Proactively support preparation of team meeting, agenda, and follow-up on key action items.
- Support leader in specific operational activities (such simple budget activities, timecard, org. chart.)
- Runs specific functional initiatives (such maintaining functional Social Media Tools (monitors needs to adapt content; independently drives agreement process with respective members and continuously updates/expands/improves these tools).
- Support hiring process of functional GMA associates, set-up interviews with candidates, support talent sessions, consolidate feedback and support on-boarding process of new hires
- Point of contact for cross GMA functional administrative activities. Supports the team and associates from outside the team on services that are specific to the department.
- Support functional communication and sharing platforms including co-ordination and management of communication and information sharing initiatives (including newsletter templates, regular updates etc.). Supports the team with setting up regular meetings, townhalls and face-to-face events. Deals with technical set-up of meetings.

Commitment to Diversity & Inclusion:

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

Essential Requirements:

- Successful experience as Administrative Expert and other project coordination activities
- Well-organized, excellent time management with respect to priorities and self-management
- Strong prioritization skills
- Strong interpersonal skills and advanced team player with demonstrated ability to build collaborative relationships
- Ability to work in a global team environment, meet timelines and work independently
- Strong verbal and written communication and interpersonal skills

Desirable Requirements:

- Excellent written and oral English skills are required. Additional language skills advantageous.
- Ability to collaborate with global colleagues

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部门
Development

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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