

Executive Assistant to International NS Head

Job ID
REQ-10064284

2月 16, 2026

Switzerland

摘要

#LI-Hybrid

Location: Basel, Switzerland

Relocation Support: This role is based in Basel, Switzerland. Novartis is unable to offer relocation support: please only apply if accessible.

Step into a role where your organizational excellence and proactive mindset will directly support strategic leadership across international teams. As Executive Assistant to the International NS Head, you'll be at the heart of global initiatives, ensuring seamless operations and enabling high-impact decision-making. This is more than an administrative position—it's a chance to shape how Novartis delivers innovation and collaboration across borders.

About the Role

Key Responsibilities

- Provide executive-level administrative support to the International NS Head and team
- Coordinate complex scheduling across global time zones for meetings and trainings
- Organize logistics for international business travel and submit expense reports
- Manage on-site, off-site, and virtual meetings with precision and discretion
- Lead administrative projects with defined scope, timelines, and deliverables
- Streamline and optimize administrative processes for improved team efficiency
- Act as liaison for departmental guidelines and services across internal teams
- Maintain confidentiality while handling sensitive information and communications
- Support cross-functional collaboration and contribute to special initiatives
- Model Novartis values through proactive ownership and operational excellence

Essential Requirements

- Proven ability to manage multiple priorities with efficiency and professionalism
- Strong organizational skills and attention to detail in a fast-paced environment
- Excellent verbal and written communication skills across diverse audiences
- Demonstrated discretion in handling confidential and sensitive information
- Bachelor's degree or equivalent professional experience
- Advanced proficiency in MS Word, Excel, and PowerPoint
- Ability to work independently with minimal supervision
- High tolerance for deadlines and conflicting priorities

Desirable Requirements

- Experience supporting senior leadership in a global, matrixed organization
- Proven ability to manage cross-cultural interactions and foster inclusive collaboration

Benefits:

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [Novartis Life Handbook](#)

Commitment to Diversity & Inclusion:

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

message.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

部门

International

Business Unit

Marketing

地点

Switzerland

站点

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaPlayer69948953d245d903038810"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth < originalWidthValue) {
  var config = { targetId:
    "kalturaPlayer69948953d245d903038810", provider: { widgetId: "10m7rm1pm", partnerId:
    "2076321", uiConfd: "55802022" }, playback: { autoplay: false, autopause: false,
    allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
      disable: true }, "playkit-js-transcript": { position: "right", // Default: bottom; ('left', 'right', 'top', 'bottom')
      enableTranscript: true, expandMode: "over", // Default: alongside; ('alongside', 'hidden', 'over')
      expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
      true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
      components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
      'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
      KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
      false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
      position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
      js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
      config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
      config.ui.uiComponents = []; config.plugins.googleTagManager = {};
      config.plugins.googleTagManager.customEventsTracking = {};
      config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
      config.plugins.googleTagManager.customEventsTracking.custom = [];
      config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
      false, playlistEvents: false, castEvents: false } };
    }
  }
}
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
  setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
  players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
    players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
    'function') { otherPlayer.pause(); } }); })); } } catch (e) { console.error(e.message) }
}
```



VIDEO

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