

Senior Administrative Assistant

Job ID
REQ-10064714

10月 15, 2025

United Kingdom

摘要

When we put our heads together, we can do brilliant work. And when we do brilliant work, we can achieve remarkable things for patients as we positively transform healthcare. We are looking for Senior Administrative Assistants to join our team.

The Senior Administrative Assistant is an independent, motivated team member and provides administrative support to the Global Program Team (GPT) and Global Clinical Team (GCT) members with minimal supervision. Performs secretarial and administrative duties for a group of managers and both internal and external associates. Acts as an information source on organizational policies and procedures. May gather, compile, and report information relevant to current assignments. May provide guidance and direction to other administrative associates.

This role can be based in London, UK with a hybrid approach to working.

About the Role

Your responsibilities will include:

- Manage complex administrative tasks independently, including scheduling, calendar management, travel arrangements, and expense processing.
- Handle confidential communications professionally across all management levels.
- Act as a liaison across departments to ensure effective communication and reporting practices.
- Prepare and manage routine and complex documents, files, and materials distribution for clinical trial teams.
- Coordinate with building services for maintenance requests and support data entry into Novartis systems when needed.
- Provide assistance, training, and workflow coordination for administrative staff, ensuring team coverage.
- Support compliance-related tasks, audits, and inspections with high quality and professionalism.
- Assemble data, update documents/presentations, and track staffing changes or meeting logistics as required.

Minimum requirements:

- Bachelor's degree or equivalent senior administrative experience preferred.
- Fluent in English (oral and written).
- Strong organizational and time-management skills with the ability to prioritize tasks effectively.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and familiarity with Concur is a plus.
- Ability to work independently, handle diverse administrative tasks, and provide input on process improvements.
- Strong problem-solving, independent judgment, and adaptability to organizational changes.
- Excellent communication skills (written and verbal) and a collaborative team player.
- Capable of supporting and managing complex administrative activities with minimal supervision.

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards> Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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>

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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>

部门
Development

Business Unit
Universal Hierarchy Node

地点
United Kingdom

站点
London (The Westworks)

Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work

No

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