

Senior Administrative Assistant

Job ID
REQ-10065685

11月 03, 2025

USA

摘要

#LI-Hybrid

As the Senior Administrative Assistant your primary role is to support the NPS Center of Excellence. Position will provide full administrative support to one Head, as well as, ad-hoc support to Head's direct reports. You must be a team player who can handle multiple assignments in a fast-paced environment with little supervision. Must possess excellent prioritization and follow-up skills with ability to proactively reach out within the organization to find solutions, anticipate needs of manager. Candidate must have excellent attention to detail. Candidate must be able to anticipate requirements and plan accordingly.

This position will be located at the East Hanover site and will not have the ability to be located remotely. This position will require 20% travel as defined by the business (domestic and/ or international).

Please note that this role would not provide relocation, and only local candidates will be considered.

About the Role

Major Accountabilities:

- Responsible for: heavy calendaring, travel arrangements, processing expense reports, arranging internal /external meetings, writing leadership team meeting minutes with action items, and proven ability to operate technologies (i.e.: SharePoint, Adobe Connect, Skype Webex, Video Conferencing)
- Maintain a high level of confidentiality and securely handle sensitive material with all levels of management, in a professional manner.
- Light project management to align regional account priorities.
- Create and prepare routine presentations/memos/reports for department.
- Coordinate with HR / Staffing to schedule interviews when necessary; manage updates to distribution lists and organizational charts
- Highly proficient in all administrative support skill, Office Management Set-up; Req to Pay, Concur, MS Office
- May be responsible for composing correspondences and communicating information on behalf of manager
- Excellent interpersonal and written/oral communication skills, ability to lead by influence, and design and improve admin processes. Function as lead admin within the department

Minimum Requirements:

- High School Diploma required. Bachelor's degree or equivalent 4-Year university degree preferred
- 7+ years of Administrative Assistant experience
- Past experience supporting Associate Director level and above roles
- Ability to prioritize duties while working for multiple executives
- Excellent planning and organizational skills
- Demonstrated accuracy and speed in the use of standard office tools including Outlook, Word, Excel, and PowerPoint.
- Experience in using Adobe Acrobat and other software to create and manage multiple document formats including PDF files.
- Demonstrated ability to build collaborative relationships; Superior interpersonal skills; excellent customer focus

Preferred:

- Past experience supporting Marketing/Brand/Specialty or other HQ focused groups (something similar)
- Ability to navigate a matrix-organization
- Ability to be resourceful, obtain information from the Intranet, learn new software programs quickly
- A strong understanding of Novartis Pharmaceuticals Organizational policies and procedures.
- Ability to manage and prioritize calendar requests to ensure optimized daily, weekly and monthly schedules.

Novartis Compensation Summary:

The salary for this position is expected to range between \$49,900 and \$92,700 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门

US

Business Unit

Universal Hierarchy Node

地点

USA

状态

New Jersey

站点

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)



Job ID
REQ-10065685

Senior Administrative Assistant

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10065685-senior-administrative-assistant>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <mailto:us.reasonableaccommodations@novartis.com>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Senior-Administrative-AssistantREQ-10065685-1
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Senior-Administrative-AssistantREQ-10065685-1