

Project Coordinator

Job ID
REQ-10065697

10月 30, 2025

Italy

摘要

The Project Coordinator provides administrative assistance to the CFO and Finance team and is independently responsible for managing (complex) administrative and organizational assignments. Responsible for supporting the finance governance structure and activities, including the annual meetings calendar, agenda preparation, time management, pre-reads, action plans, and follow-up.

Location: Milano, Italy Hybrid working
#LI-Hybrid

Temporary position: Maternity Cover

About the Role

Key Responsibilities:

- Deals with complex administrative tasks, and organizational assignments independently (such as dealing with and replying to departmental leader correspondence, support leaders & departmental appointment, calendar management where agreed, deadline coordination for the department and database administration).
- Independent administrative and organizational assignments including creation and follow up on preparing meetings & presentations, scheduling event planning.
- Support leader in specific operational activities (such simple budget activities, timecard, organizational chart updates, creating purchase orders, checking invoices and expense claims
- 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. Organize the logistics, coordinate the agenda, speakers, content, and time management.
- Coordinates SharePoint from set-up to maintenance of contents. Provides input to improvement of the existing documented process.

Role Requirements:

- 5+ years of experience in a similar role (administrative responsibilities equaled with project management)
- Excellent communication skills and collaborative mindset
- Enthusiastic and very well organized, structured and with attention to detail
- Proactive mindset and ability to work independently
- Ability to navigate and interact with senior stakeholders
- Fluent in Italian and English

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部门
Finance

Business Unit
Universal Hierarchy Node

地点
Italy

站点
Milano

Company / Legal Entity
IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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