

Administrative Expert / Professional (m/f/d)

Job ID
REQ-10065779

11月 20, 2025

Austria

摘要

#LI-Hybrid

Primary Location: Schafftenau, Austria

Other Locations: Kundl, Austria

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

About the role:

Step into a role where your organizational skills and creativity truly shine. As an Administrative Expert / Professional (m/f/d), you ' ll be the driving force behind smooth operations—managing schedules, coordinating events, and ensuring flawless execution of administrative processes. From planning impactful meetings and company events to optimizing workflows and supporting cross-functional teams, your proactive approach will keep everything running seamlessly. With strong communication and problem-solving skills, you ' ll connect people, share insights, and create an environment where collaboration thrives. Join us and make a tangible difference in how we deliver innovative solutions to

patients worldwide.

About the Role

Key Responsibilities:

- Provide comprehensive administrative support to ensure smooth daily operations across teams.
- Coordinate and organize meetings, events, and workshops with precision and attention to detail.
- Maintain and optimize administrative processes, introducing improvements for efficiency and compliance.
- Manage scheduling, documentation, and communication to support cross-functional collaboration.
- Handle administrative project tasks with clear timelines and deliverables.
- Support onboarding and training of new employees in delegated areas of responsibility.
- Supervise apprentices and guide colleagues in administrative best practices.
- Report technical complaints, adverse events, and special cases within required timelines.

Essential Requirements:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational skills with ability to manage multiple priorities effectively.
- Excellent verbal and written communication skills in German and English.
- Proven experience in administrative roles within an office environment.

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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 47,532.24 a year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive working environment and diverse teams, representative of the patients and communities we serve.

Adjustments for Applicants with Disabilities

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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>

部门
Development

Business Unit
Development

地点
Austria

站点
Schaftenau

Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Alternative Location 1
Kundl, Austria

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

[Apply to Job](#)

Adjustments for Applicants with Disabilities

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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



Job ID
REQ-10065779

Administrative Expert / Professional (m/f/d)

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10065779-administrative-expert-professional-mfd>

List of links present in page

1. <https://www.novartis.com/careers/benefits-rewards>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Schaftenau/Administrative-Expert---Professional--m-f-d-REQ-10065779>
6. <mailto:disabilities.austria@novartis.com>
7. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Schaftenau/Administrative-Expert---Professional--m-f-d-REQ-10065779>