

Executive Administrative Assistant

Job ID
REQ-10066218

11月 03, 2025

Canada

摘要

Location: Montreal, #Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Temporary position: 12 months

We are looking for a self-motivated Executive Administrative (EA) Assistant who will support our Executives and is responsible for providing admin support on wide ranging topics to the identified client groups to be a key part of our team. We keep our organization running strong by working to deliver exceptional impact, in line with its vision of reimagining medicine in Canada.

As an EA Assistant you would be accountable in ensuring that the administrative support to client groups works smoothly. Our EAs are driven administrative professionals who enjoy teaming with colleagues while striving to understand and anticipate needs to exceed expectations. This position report to the Chief Scientific Officer.

About the Role

Key responsibilities:

- Managing the calendars of the identified Functional/ TA Heads and any other assigned role
- End to end travel management for the identified client group
- Expense management- Responsible for managing the expenses of the identified client groups
- Responsible for management of team meetings- organization/ logistics
- Onboarding of new associates- coordinator for onboarding of all new associates in the identified client groups

What you 'll bring to the role:

Essential Requirements:

- Minimum 3+ years ' experience in administration/ operations
- Attention to detail
- Able to work on multiple priorities simultaneously
- Compliance to defined timelines
- Effective Communication
- Knowledge of working practices
- Bilingual: English and French

At **Novartis Canada**, we are determined to be a valued partner and advocate, with a deep understanding of patient needs along the entire care journey - from drug development, to diagnosis, to access and beyond. Part of the way we are doing this is by leveraging data, technology, and partnerships.

Research & Development: we focus on four core therapeutic areas: Cardiovascular, Renal & Metabolic, Immunology, Neuroscience and Oncology. We also develop and deliver treatments through other promoted and established brands, which today are helping millions of patients. Over the last three years, our average annual research and development investment in Canada was over \$30 million, and we conduct clinical trial research in every region throughout Canada.

Commitment to Diversity and Inclusion: Novartis is committed to building outstanding, inclusive work environment and diverse team ' s representatives 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>

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
International

Business Unit
Universal Hierarchy Node

地点
Canada

站点
Montreal

Company / Legal Entity
CA04 (FCRS = CA004) NOVARTIS PHARMA CANADA INC.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work

No

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