

Senior Administrative Assistant

Job ID
REQ-10066981

11月 17, 2025

India

摘要

Support GMA leader(s) by independently be responsible of managing complex administrative and organizational assignments. Responsible for the planning and execution specific project activities related to respective GMA function (such coordinating & collating functional information/ data report, change management support activities, financial reporting activities and functional tools management).

Responsible for managing end to end departmental Purchase Order requisitions for specific site (i.e. all activities related to supplier record, Shopping Cart, Good Receipt and Purchase Order, invoicing etc).

In addition, perform varied administrative support to GMA department as per requests with ability to multitask. using independent analysis of situations and judgment.

About the Role

Senior Administrative Assistant (PO Specialization)

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

- Proficient in coordinating & managing and interpreting specific functional information and update requested by functional leaders (e.g. requesting, tracking, verifying, reconciling functional update and information)
- Independent administrative and organizational assignments including creation and follow up on preparing meetings & presentations, scheduling event planning.
- Proactively support preparation of team meeting, agenda, and follow-up on key action items.
- Support leader in specific operational activities (such simple budget activities, timecard, org. chart.)
- Runs specific functional initiatives (such maintaining functional Social Media Tools (monitors needs to adapt content; independently drives agreement process with respective members and continuously updates/expands/improves these tools).
- Support hiring process of functional GMA associates, set-up interviews with candidates, support talent sessions, consolidate feedback and support on-boarding process of new hires
- Point of contact for cross GMA functional administrative activities. Supports the team and associates from outside the team on services that are specific to the department.
- 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.

Commitment to Diversity & Inclusion:

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

Essential Requirements:

- Successful experience as Administrative Expert and other project coordination activities

- Well-organized, excellent time management with respect to priorities and self-management
- Strong prioritization skills
- Strong interpersonal skills and advanced team player with demonstrated ability to build collaborative relationships
- Ability to work in a global team environment, meet timelines and work independently
- Strong verbal and written communication and interpersonal skills
- Experience in creating presentations and knowledge Excel and of SharePoint and willing to learn new applications if necessary
- Very good written and spoken English; knowledge of other languages an advantage

Desirable Requirements:

- Performs varied and complex administrative support in organizing GMA departmental administrative activities /events such townhall, global team meetings, cross-functional workshops, etc. -provide on-site support, as necessary
- Proficient in coordinating & managing and interpreting specific GMA information, update and task requested in complement to functional Project Coordination (PC) responsibilities or as delegate of PC for short period of time.

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部门

Development

Business Unit

Development

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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