

Executive Assistant

Job ID
REQ-10069176

5月 13, 2026

Morocco

摘要

As the Executive Assistant to the Country President, you will serve as a strategic partner and trusted advisor, ensuring operational excellence and enabling the Country President to focus on high-impact priorities. This role demands exceptional organizational skills, discretion, and agility to manage complex workflows in a fast-paced, multinational environment. You will coordinate the leadership team's operating rhythm, manage sensitive information, and translate strategic priorities into actionable plans and measurable outcomes.

About the Role

Key Responsibilities

Executive Support & Leadership Coordination

- Manage and optimize the Country President ' s calendar, prioritizing strategic engagements and anticipating contingencies.
- Prepare high-quality executive materials, including briefings, presentations, decision papers, and reports.
- Maintain an action and decision tracker to ensure accountability and timely execution across leadership initiatives.

Governance, Compliance & Risk Management

- Oversee governance processes, including leadership meetings, quarterly reviews, compliance forums, and audit preparation.
- Ensure strict adherence to company policies and local regulations, safeguarding confidentiality and compliance.
- Coordinate mandatory reporting and maintain audit-ready documentation.

Stakeholder Engagement & Communication

- Act as a liaison between the Country President and internal/external stakeholders, including regional/global teams and industry bodies.
- Support external engagements with strategic partners, ensuring protocol compliance.
- Draft and review executive communications for internal and external audiences, maintaining tone and brand consistency.

Project & Event Management

- Track strategic initiatives, monitor progress, and manage interdependencies.
- Organize leadership offsites, cycle meetings, and high-impact events, ensuring seamless execution from planning to follow-up.
- Coordinate selected marketing activities within the region, including branding support for events, promotional materials, and alignment with corporate communication guidelines.
- Collaborate with cross-functional teams to ensure events and marketing initiatives reinforce strategic priorities.

Operational Excellence

- Oversee travel arrangements, expense management, and vendor coordination.
- Maintain secure archiving of sensitive documents and enforce information governance standards.

Qualifications & Experience

- Bachelor ' s degree in Business Administration, Communications, or related field; Master ' s degree preferred.
- 7-10 years of experience supporting senior executives in a multinational environment; pharma/healthcare experience is a plus.
- Fluency in French, Arabic and English required.
- Advanced proficiency in Microsoft 365 and familiarity with enterprise tools ; Power BI knowledge is an advantage.
- Proven ability to manage confidential information and exercise sound judgment.

- Strong project management skills; certification is a plus.
- Experience in event management and marketing coordination is highly desirable.

Core Competencies & Requirements

Core Competencies

- Handles sensitive matters with integrity and professionalism.
- Builds trust and influences effectively across diverse teams.
- Implements structured processes and ensures compliance.
- Communicates clearly and delivers impactful messaging.
- Adapts quickly to changing priorities and thrives under pressure.
- Drives initiatives to completion with accountability.
- Embodies company values and champions diversity and inclusion.
- Managing crises and complex situations.
- Working across cultures and collaborating beyond boundaries.

Skills

- Quality decision-making and resource management.
- Strategic thinking, creativity, and visioning.
- Assertiveness and conflict resolution.
- Challenging the status quo and driving innovation.
- Influencing and persuading stakeholders.
- Transaction structuring and franchise strategy prioritization.
- Analyzing stakeholder requirements to inform decisions.

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部门
International

Business Unit
General Management

地点
Morocco

站点
Casablanca

Company / Legal Entity
MA03 (FCRS = MA003) Novartis Pharma Maroc SA

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
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false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
```

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if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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