NOVARTIS

Advanced Quantitative Sciences Operations Coordinator

Job ID
REQ-10070444

3 13, 2026

USA

The Advanced Quantitative Sciences (AQS) Operations Coordinator is a hybrid role with a primary focus on support and coordination for strategic line function project management along with high-level executive support. The incumbent will serve as a trusted partner to the AQS Global Head Development, ensuring seamless administrative operations while actively contributing to the coordination of transformation initiatives across AQS, particularly those involving technology modernization and Artificial Intelligence (AI) integration.

About the Role

Key Responsibilities:

- Support strategic initiatives led by the AQS Transformation Head, Strategy & Operations Head and Global Head of Technology &

Scientific Computing.

- Track project milestones, deliverables, and dependencies across AQS Transformation, Strategy & Operations, and Technology & Scientific Computing transformation programs; Serve as point of contact for cross functional networks related to AQS portfolio of activities/programs.

- Act as project coordinator for administrative and operational initiatives, supporting planning, implementation, communication, and change management.

- Support the coordination and adoption of digital tools, intelligent automation, open source enablement, and AI driven work methods across AQS.

- Leverage Microsoft 365 and Copilot to streamline workflows; maintain SharePoint sites, documentation, dashboards, push and pull information to AQS Community and help create content for knowledge sharing.

- Coordinate training and onboarding for new digital tools, platforms, and work practices.

- Independently manage complex calendars, meetings, and domestic/international travel for the AQS Global Head Development, including meeting preparation and logistics.

- Prepare expense reports, monitor approval flows, and plan and coordinate major onsite and offsite meetings and events within budget. Provide department wide support to senior stakeholders as needed (e.g. Global Meetings, TH Meetings, etc.).

- Oversee demanding administrative processes, e.g. target/actual comparisons, budget, checking and assigning invoices, PO's and deputizing for administrative staff, preparing presentations after prior discussion of content, meeting preparation [incl. diary] and taking minutes). Manage organization charts, membership, and distribution lists.

- Manages and delegates the distribution of administrative work globally

across the AQS Administrative Assistants.

Essential Requirements:

- This position will be located at the East Hanover, NJ site and will not have the ability to be located remotely. This role does not require travel.

- Bachelor's degree in business administration, Life Sciences, or a related field with 8+ years of experience providing administrative and project management support to executives in a large, dynamic, fast-paced and highly matrixed organization OR an associate degree with 10+ years of experience.

- Demonstrated experience supporting transformation or technology initiatives.

- Experience working with leaders and counterparts at all organizational levels.

- Strong proficiency in Microsoft 365 and familiarity with AI tools such as Copilot; general facility for information technology and for learning new software; mastery with internal Novartis systems (R2P, Concur, etc.). Ability to maintain and update team SharePoint Site. Comfort with agile project management tools and methodologies and strong background in reporting.

- Plans, coordinates, and supervises multiple tasks simultaneously and sets priorities in accordance with objectives. Strong project management skills, able to adjust to multiple demands, shifting priorities and unexpected events while maintaining a positive work attitude and attention to detail. Adept at managing cross-functional projects with significant (visible) business impact. Needs to be able to work independently, resolve issues with minimal supervision, and understand when to escalate.

- Ability to handle the stress involved in managing complicated schedules for an executive in a complex environment with frequently required changes and adjustments.

- Excellent interpersonal and communication skills with a disposition favorable to a collaborative, team-oriented work culture. Strong influencing, negotiation, and conflict resolution skills. High level of integrity and proven experience in handling highly confidential and highly sensitive information.

Desirable Requirements:

- PMP or equivalent certification highly desirable.

- Confidence and familiarity with AQS/team services/products, and ability to coordinate essential work processes is preferred. In-depth knowledge of Novartis is preferred.

The salary for this position is expected to range between $73,500 and $136,500 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. Read our handbook (PDF 30 MB)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Development

Business Unit
Development

USA

New Jersey

East Hanover

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
BD&L & Strategic Planning

Job Type
Full time

Employment Type
Regular

Shift Work
No

function adjustKalturaPlayer() { var deviceWidth = window.innerWidth || document.documentElement.clientWidth || document.body.clientWidth; var mediaElement = document.getElementById("kalturaplayer69b421137af83915155740"); var mediaContainer = mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px"; var originalWidthValue = parseFloat(originalWidth); var originalHeightValue = parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; //Get computed styles of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var finalWidth = parseFloat(parentStyles.width); if (finalWidth   var config = { targetId: "kalturaplayer69b421137af83915155740", provider: { widgetId: "1_0m7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: { disable: true }, "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 } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [{ presets: ['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get: KalturaPlayer.ui.components.Remove }] } }; config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true }; config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true }; config.ui.uiComponents = []; 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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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } } catch (e) { console.error(e.message) }
```


VIDEO

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