

Administrative Professional

Job ID
REQ-10073749

3月 11, 2026

United Kingdom

摘要

The Administrative Professional is an independent, motivated team member and provides administrative support to the Global Program Team (GPT) with minimal supervision. The successful candidate performs secretarial and administrative duties for a group of internal managers and acts as an information source on organizational policies and procedures.

About the Role

Key responsibilities but not limited to:

- Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks
- Schedules and manages GPT on-site, off-site and virtual meetings across international time zones
- Manages complex calendars

- Processes purchase orders and receipt of invoices
- Organizes and maintaining global travel arrangements
- Processes expenses via Concur, as needed
- Department ordering (business cards, hardware/software, supplies, etc.) Critically reviewing and proofing documents
- Processes catering requests
- Schedules interviews and onboarding new hires
- Registering, receiving and referring visitors
- All facets of booking video and conference rooms globally
- Writing simple minutes, independent writing of correspondence, preparing draft presentations after basic instructions
- Database administration, incl. SharePoint and MS Teams
- Facilitates communication between Novartis, Health Care Professionals and vendors by initiating conference calls/meetings
- Handles confidential information and communications with all levels of management in a professional manner.
- Acts as liaison across departments and line functions to ensure proper communications/reporting practices
- Interacts with internal and external sources, often at the Sr. Management levels
- Prepares routine and complex documents, and actively manages / organizes files
- Handles mailings and distribution of materials for Global Program Teams
- Coordinating with building services for maintenance requests or in support of department relocations.
- Supports / enters data into Novartis specific systems when required
- Provides assistance and training to other administrative staff, as needed
- Supports ad hoc initiatives led by Portfolio Strategy and Operations team by compiling relevant information and supports organizing events (Associate Networking, Townhalls etc.)
- Updates to documents and presentations (may include updates to organizational charts)
- Provides direction/coordination of workflow, as well as providing backup coverage to other Administrative Assistants within the department and fully supports a team environment

Essential Requirements:

- Bachelor ' s degree or equivalent senior administrative experience preferred
- Proficient with Microsoft Office programs including Word, Excel, PowerPoint, Outlook, SharePoint, MS Teams and Copilot
- Strong communication skills (both written and verbal).
- Able to deal with high-level contacts and exposure to sensitive information as necessity
- Ability to exercise independent discretion/judgment, prioritize tasks and solve complex problems with strong attention to detail
- Ability to handle a wide range of administrative support activities and work independently with little or no supervision
- Expert team player, who is able work online/virtually with team members across the globe
- Strong ability to support and adapt to changes within the organization

Desirable requirements:

- Pharmaceutical industry experience in an administration setting
- Proactive, efficient, customer-focused and able to work under pressure with tight timelines

- Previous experience with Concur and Ariba strongly preferred

Languages :

- English written and oral

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

部门

Development

Business Unit

Development

地点

United Kingdom

站点

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69b24fc337d4a197112156"); 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 <= 0) var config = { targetId:
"kalturaplayer69b24fc337d4a197112156", provider: { widgetId: "10m7rm1pm", 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 } };
```

```
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

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

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