

Administrative Expert / Professional - temporary contract

Job ID
REQ-10078062

5月 21, 2026

France

摘要

Responsable de la prestation ind é pendante de services administratifs approfondis dans un contexte local et mondial. S ' assurer que les niveaux de service sont fournis conform é ment aux exigences du site.

About the Role

Your Role in the Project

As a Marketing Assistant, you will play a central role in supporting the team ' s activities, including:

- Contributing to the development and rollout of marketing projects and materials
- Supporting the coordination of cross-functional projects (marketing, medical, sales, external partners)
- Participating in the organization of events, meetings, and congresses

- Supporting the smooth operational execution of projects in a demanding and collaborative environment

You will be fully integrated into the team and involved in projects with real visibility.

Why Join This Project?

- A dynamic and innovative therapeutic area
- A close-knit, supportive, and committed team
- An assignment that allows you to build skills quickly
- Exposure to a wide range of marketing activities, from strategic thinking to execution
- A strong team and collaborative spirit on a daily basis

Required Skills

- Project coordination
- Market support
- Event management
- Cross-functional collaboration
- Operational program management
- Project management
- Microsoft Office Suite
- Problem-solving
- Event planning
- Time management
- Customer relationship management (CRM)
- Collaboration

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 \(PDF 30 MB\)](#)

International

Business Unit
Marketing

地点
France

站点
Paris Headquarter (PHARMA)

Company / Legal Entity
FR12 (FCRS = FR012) Novartis Pharma S.A.S.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
CDD (dur é e d é termin é e)

Shift Work
No

```
var config = { targetId: "kalturaplayer6a0f8b4120752121594282", provider: { widgetId:
"1Qm7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
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"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; }
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 } }; }
```

```
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: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
3. <https://novartis.wd3.myworkdayjobs.com/fr-FR/NovartisCareers/job/Paris-Headquarter-PHARMA/Administrative-Expert---Professional---temporary-contractREQ-10078062-1>
4. <https://novartis.wd3.myworkdayjobs.com/fr-FR/NovartisCareers/job/Paris-Headquarter-PHARMA/Administrative-Expert---Professional---temporary-contractREQ-10078062-1>