

Strategic Assistant

Job ID
REQ-10089026

九月 30, 2026

Greece

摘要

The Strategic Assistant acts as a trusted advisor and strategic partner to the Country President and Leadership Team, supporting the successful execution of organizational priorities and business objectives. The role drives strategic planning, governance, and cross-functional initiatives, ensuring effective coordination, alignment, and delivery of key business outcomes. Through strong project management, analytical capabilities, and stakeholder engagement, the Strategic Assistant enables efficient decision-making, monitors progress against strategic goals and helps translate strategy into execution across the organization.

About the Role

Major accountabilities:

Strategic Planning & Business Execution

- Support the Country President and Leadership Team in defining, coordinating, and executing strategic priorities.
- Lead key strategic planning processes, including business planning, tactical plans, strategic workforce planning, launch readiness reviews, business reviews, and country strategic roadmaps.
- Identify organizational priorities and support leadership in ensuring accountability for key commitments and deliverables.
- Partner with leadership teams to drive the execution and monitoring of strategic initiatives and business objectives.
- Prepare executive presentations, reports, briefing materials, dashboards, and strategic updates for leadership discussions and business reviews.

Project Management & PMO Leadership

- Lead, direct, and coordinate strategic projects across the organization from initiation to completion.
- Establish project governance, timelines, milestones, success metrics, and risk mitigation plans.
- Monitor project progress and proactively address risks, issues, and dependencies to ensure successful delivery.
- Organize and facilitate project meetings, ensuring clear objectives, decision-making, and timely follow-up of action items.
- Maintain appropriate documentation and reporting structures to support effective project execution and compliance requirements.
- Drive a Project Management Office (PMO) mindset, ensuring prioritization, transparency, and cross-functional alignment.

Stakeholder Management & Organizational Effectiveness

- Build and maintain strong relationships with senior leaders and cross-functional stakeholders.
- Foster a collaborative, inclusive, and speak-up culture across the organization.
- Align stakeholders around strategic priorities, organizational objectives, and business outcomes.
- Support key organizational initiatives aimed at strengthening effectiveness, productivity, and growth.

Leadership Team Support

- Coordinate the Leadership Team agenda, annual roadmap, governance processes, and strategic discussions.
- Facilitate leadership meetings, workshops, and business reviews.
- Ensure effective follow-up and execution of key decisions, actions, and commitments.

Key Performance Indicators

- Successful delivery of strategic priorities and business objectives.
- Quality and timely execution of strategic projects and initiatives.
- Stakeholder management and effective leadership support.
- Achievement of agreed project milestones and success measures.
- Effectiveness of strategic planning processes and business reviews.
- Contribution to organizational effectiveness, launch excellence, and business growth.

Ideal Background

Education

- University degree in Business Administration, Economics, Life Sciences, Marketing, or a related field.

Experience

- Minimum 5 years of experience in an international organization, preferably within the pharmaceutical or healthcare industry.
- Experience in strategic planning, project management, business development, commercial excellence, or consulting.
- Experience working in cross-functional and matrix organizations.
- Previous exposure to commercial, marketing, or business leadership environments is highly desirable.
- Strong sense of challenging the status quo and innovative mindset
- Business and financial acumen
- Demonstrates intellectual curiosity and learning agility, embracing new technologies and responsibly leveraging AI to drive productivity, efficiency and business impact.

Language:

- Fluency in Greek and English, both written and spoken.

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部門
International

Business Unit
General Management

地点
Greece

站点
Maroussi

Company / Legal Entity
GR11 (FCRS = GR001) Novartis Hellas

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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"kalturaplayer6abd076857935010868327", provider: { widgetId: "1Qm7rm1pm", partnerId:
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false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.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 (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
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(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
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config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
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false, playlistEvents: false, castEvents: false } }; }

```

```

// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise.then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }

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