NOVARTIS

Executive Assistant

Job ID
REQ-10091311

十一月 20, 2026

Italy

摘要

The Executive Assistant provides proactive and confidential support to the Country President, ensuring effective management of priorities and smooth coordination of daily activities.
The role acts as a key point of contact for internal and external stakeholders and supports the Country President and Leadership Team in the effective organization of key activities and priorities.

About the Role

Major accountabilities:

- Manage the Country President ' s calendar, meetings and key priorities.
- Coordinate domestic and international business travel and related expenses.
- Act as a key point of contact for internal and external stakeholders.
- Manage correspondence and confidential information with professionalism and discretion.
- Monitor key deadlines and ensure timely follow-up on agreed actions.

- Support administrative activities, including purchase orders, contracts, invoices and budget-related tasks
- Collaborate with TA ' s Executive Assistants across the organization
- Identify opportunities to simplify and improve administrative processes.
- Ensure activities are managed in line with company policies and ethical standards.

Key performance indicators:

- Enhance operational effectiveness and efficiency-Data accuracy and respect deadlines on assigned tasks

Ideal Background

- University Degree
- Significant experience as an Executive Assistant or Senior Administrative Professional, preferably supporting senior or executive-level management.

- Excellent written and verbal communication skills in Italian and English.
- Strong proficiency with digital tools
- Excellent planning, organizational and prioritization skills, with the ability to manage multiple complex activities and changing priorities.
- High level of accuracy, attention to detail and commitment to quality.
- Strong interpersonal skills and the ability to interact confidently and professionally with senior internal and external stakeholders.
- Demonstrated ability to handle confidential and sensitive information with discretion and sound judgement.
- Proactive, solution-oriented and service-focused approach.
- Great attention to details, organizational and multitasking skills
- Operational Excellence

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Primary location salary range
€ 35,200.00 - € 65,400.00

部门
International

Business Unit
General Management

地点
Italy

站点
Milano

Company / Legal Entity
IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

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