

Site Administrative Assistant

Job ID

REQ-10077967

May 20, 2026

LOC_US

About the Role

#LI-Onsite

Location: Millburn, NJ, United States

Work Schedule: Monday – Friday, Days

Relocation Support: This role is based in Millburn, NJ, United States. Novartis is unable to offer relocation support; please only apply if accessible.

Key Responsibilities

- Manage calendars, meetings, and priorities for site leaders, ensuring alignment with business needs.
- Coordinate site and leadership meetings, including room booking, agendas, minutes, and follow-up actions.
- Arrange domestic and international travel, build itineraries across time zones, and submit timely expense reports.
- Serve as primary point of contact for sitewide communications, partnering with stakeholders to share clear updates.
- Plan and execute onsite and offsite meetings and events, coordinating logistics, equipment, vendors, and catering.
- Create and maintain Microsoft Teams pages and SharePoint sites, ensuring organized, accessible, up-to-date content.
- Handle confidential information with discretion while providing flexible administrative support to meet evolving site needs.

Essential Requirements

- High school diploma required, with a bachelor's degree preferred, and at least three years of experience in pharmaceutical, healthcare, or equivalent regulated environments.
- Proven ability to support senior leaders in a fast-paced, team-based setting while partnering effectively with diverse stakeholders.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and collaboration tools used for administrative coordination.
- Excellent verbal and written communication skills, with the ability to convey information clearly and professionally.
- Demonstrated sound judgment and discretion when handling sensitive and highly confidential information.
- Flexibility to work occasional extended or early hours as business needs require.

Desirable Requirements

- Bachelor's degree in business administration, communications, or a related field.
- Experience supporting senior leadership teams within a complex pharmaceutical or regulated environment.

The salary for this position is expected to range between \$63,600 and \$118,200 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.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_TO

Business Unit

Production / Manufacturing

Location

LOC_US

Site

Millburn

Company / Legal Entity

U469 (FCRS = US469) AAA USA Inc.

Functional Area

FCT_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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