

Project Coordinator - Global Clinical Operations

Job ID

REQ-10087834

Sep 16, 2026

LOC_ES

About the Role

Key Responsibilities

- Provide administrative and operational support to Global Clinical Operations leaders and teams.
- Manage complex calendars, meetings, correspondence, deadlines, and departmental administrative activities.
- Coordinate, track, verify, and reconcile functional updates, reports, and business information.
- Organize meetings, events, presentations, agendas, and follow-up of key action items.
- Support team communications, information-sharing initiatives, town halls, and collaboration platforms.
- Coordinate SharePoint administration, content maintenance, and continuous process improvements.
- Support recruitment, onboarding, interview coordination, talent discussions, and feedback consolidation.
- Assist with financial and operational activities, including purchase orders, vendor onboarding, budgets, and timecards.

Essential Requirements

- Experience coordinating administrative, operational, or project-related activities in a professional environment.
- Strong organizational skills with the ability to manage multiple priorities, deadlines, and stakeholder requests.
- Experience supporting meetings, calendars, presentations, events, and follow-up of action items.
- Excellent communication and interpersonal skills, with the ability to build strong relationships and deliver a high-quality service experience across global teams.
- Proficiency with Microsoft Office applications and collaboration tools, including document and information management platforms.
- Ability to work independently, exercise sound judgement, and proactively identify and resolve issues.
- Experience coordinating information, reports, or business updates with a high degree of accuracy and attention to detail.
- Experience supporting administrative, operational, or departmental processes in a professional environment.

Desirable Requirements

- Experience working in a pharmaceutical, healthcare, scientific, or other regulated environment.
- Curiosity about digital innovation and Artificial Intelligence applications, with a willingness to adopt new technologies and ways of working.

Please note: Novartis is unable to provide visa sponsorship for this role. Applicants must have an existing right to work in Spain at the time of application.

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: €30,500.00 - 56,600.00 EUR Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion / EEO

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

Role Requirements

Primary location salary range

€30,500.00 - €56,600.00

Division

DIV_GD

Business Unit

Development

Location

LOC_ES

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

FCT_FA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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