

Executive Assistant

Job ID

REQ-10087814

Sep 17, 2026

LOC_RO

About the Role

Key Responsibilities:

- Manage complex calendars, scheduling, and meeting coordination.
- Organize domestic and international travel arrangements.
- Prepare meeting materials, presentations, agendas, and briefing documents.
- Support leadership meetings, take minutes, and track follow-up actions.
- Manage executive expense reports and approval processes.

Essential Requirements:

- Bachelor's degree or equivalent experience.
- Fluency in English and Romanian is mandatory; additional languages are an advantage
- Significant experience supporting senior executives in a matrix organization.
- Strong attention to detail with excellent problem-solving skills.
- Resilient, adaptable communicator who handles confidential matters with discretion.
- Strong proficiency with Microsoft 365 applications (Outlook, Teams, PowerPoint, Excel, Word).
- Excellent organizational, communication, and interpersonal skills.
- Strong project coordination and multitasking capabilities.
- High level of integrity and ability to handle confidential information.

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: 96,250.00 - 178,750.00 RON 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.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

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 & Inclusion:

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

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 \(PDF 30 MB\)](#)

Role Requirements

Primary location salary range

lei96,250.00 - lei178,750.00

Division

DIV_IM

Business Unit

General Management

Location

LOC_RO

Site

Bucuresti

Company / Legal Entity

RO07 (FCRS = RO007) NOVARTIS PHARMA SERVICES ROMANIA S.R.L

Functional Area

FCT_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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