

Strategic Assistant

Job ID

REQ-10087910

Sep 18, 2026

LOC_CZ

About the Role

Key Responsibilities:

- Partner closely with the Country President and Leadership Team to identify, prioritize, and structure enterprise critical initiatives and strategic projects.
- Act as subject matter expert for assigned projects and work streams and lead them with a high level of autonomy
- Translate strategic priorities into clear, actionable road maps and maintain an integrated Leadership Team strategic agenda.
- Support preparation and execution of key business reviews, country visits, and strategic engagements with regional and global stakeholders.
- Ensure follow through by monitoring decisions, commitments, and milestones, escalating issues as required.
- Build trusted relationships with senior stakeholders and represent the Country President in selected strategic forums and engagements.

Essential Requirements:

- Approx. 5 years of experience, preferably in Pharmaceutical or Life Science Industry, e.g. in Marketing, Consulting, Communication or Public Affairs roles
- University degree in business, economics or science; business fluency in English
- Proven experience in strategic planning and strategy execution within complex environments
- Strong ability to operate in matrix organizations and influence across multiple levels
- Excellent communication skills and stakeholder management capabilities
- Demonstrated ability to synthesize complex information into clear, actionable insights
- Strong analytical skills and financial acumen

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: 1,628,917.50 - 3,025,132.50 CZK 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.

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan; Find out more about Novartis Business Services: <https://www.novartis.cz/>

Commitment to Diversity and Inclusion / EEO paragraph

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

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

Primary location salary range

Kč1,628,917.50 - Kč3,025,132.50

Division

DIV_IM

Business Unit

General Management

Location

LOC_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

FCT_BS

Job Type

Full time

Employment Type

Regular

Shift Work

No

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