NOVARTIS

Executive Assistant

Job ID
REQ-10067189
Sep 24, 2026
LOC_UA

About the Role

Major accountabilities:

- General administrative support: Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks.
- Involved in strategic planning processes.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines services that are specific to the department.
- Accommodates customer’s specific needs.
- Work processes in own area of responsibility: Initiates new processes or modification of processes and coordinates the introduction of new or modified processes.
- Handling of administrative projects: Acts as project coordinator/manager for administrative projects (design, planning, implementation, communication, etc.) -Supervisory tasks: Mentors temporary employees or apprentices or assumes a limited project coordination/management role.
- Proactively engage stakeholders to ensure that on site client’s expectations are met through high levels of customer service -Effectively manage service vendor to ensure an on time deliverable system.
- 24/7 emergency call support and site attendance is required.
- Flexibility and ownership of the overall operations.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Key performance indicators:

- Enhance operational effectiveness and efficiency -Consistently monitor and control the quality of performance -Reduce operational costs -Maximize asset value and extend asset life cycle

Minimum Requirements:
Work Experience:

- Managing Crises.
- Cross Cultural Experience.
- Collaborating across boundaries.

Skills:

- Quality decision making.
- Managing resources.
- Creativity and visioning.
- Being assertive.
- Conflict management.
- Challenging the status quo.
- Influencing and persuading.
- Transaction Deal Structuring.
- Franchise Strategy Prioritization.
- Analyzing stakeholder requirements.

Languages :

- English
- Ukrainian

Role Requirements

Division
DIV_IM
Business Unit
General Management
Location
LOC_UA
Site
Kyiv
Company / Legal Entity
UAP0 (FCRS = CH024) NOPH SERVICES UKRAINE
Functional Area
FCT_FA
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Job ID
REQ-10067189

Executive Assistant

Apply to Job

Source URL: *https://jobapi.novartis.com/req-10067189-executive-assistant*

List of links present in page

1. https://jobapi.novartis.com/req-10067189-executive-assistant
2. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Kyiv/Executive-Assistant---Coordinator_REQ-10067189-1
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Kyiv/Executive-Assistant---Coordinator_REQ-10067189-1