NOVARTIS

Administrative Specialist (m/f/d)

Job ID
REQ-10088898
Oct 19, 2026
LOC_AT

About the Role

Major accountabilities:

- General administrative support: takes care of general administrative tasks and maintains the administrative processes also in case of absence of the line manager/team members.
- Interaction: Informs, advises and supports the team and associates from outside the team on processes, guidelines and services that are specific to the department.
- Work processes in own area of responsibility: Supports optimization of current processes and/or introduction of new or modified processes.
- Handling of administrative projects tasks with clearly defined content and time limitations.
- Acts as a team member for administrative projects and manages the administrative part of special tasks.
- Supervisory tasks: Guarantees a smooth adjustment to the job of new employees in the own area of responsibility.
- Takes over supervising for colleagues in the administrative area (e.g. apprentices, new employees etc.) - Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Experience with PowerBI or Power Automate desirable
- 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:

- Continuous improvement of processes and procedures
- Planning of the office needs & management of contracts with all contractor
- Ability to manage multiple priorities simultaneously.
- Strong attention to detail and deadline management.
- Ability to prioritize competing demands in a fast-paced environment.

- Communication Skills
  - Excellent written and verbal communication.
  - Ability to communicate professionally with senior leaders and cross-functional teams.
  - Strong stakeholder management and customer-focused approach

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: €48,483 to €78,100

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.

Role Requirements

Primary location salary range
€48,483.00 - €78,100.00
Division
DIV_GD
Business Unit
Development
Location
LOC_AT
Site
Schaftenau
Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH
Functional Area
FCT_FA
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
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