NOVARTIS

Executive Assistant-C&BD

Job ID
REQ-10089688
Oct 21, 2026
LOC_CN

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.
- 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

Role Requirements

Division
DIV_SG
Business Unit
Corporate & Division Services
Location
LOC_CN
Site
Shanghai (Shanghai)
Company / Legal Entity
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.
Functional Area
FCT_FA
Job Type
Full time
Employment Type
Regular
Shift Work
No
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