NOVARTIS

Team Coordinator

Job ID
REQ-10090958
Oct 27, 2026
LOC_UA

About the Role

Key Responsibilities

- Support team members in planning and executing brand plans, programs, and promotional activities.
- Coordinate contracts and ensure timely collection, administration, and archiving of signed agreements.
- Prepare and submit reports accurately and on time.
- Process invoices and support vendor creation and maintenance in SAP, Ariba, and related systems.
- Create, track, and close Purchase Orders (POs).
- Manage document approval and signature workflows through the Vchasno electronic document management system.
- Collaborate with Legal and other stakeholders to maintain documentation and internal processes.
- Support the organization of meetings, events, travel arrangements, and other logistical activities.
- Track action items and provide administrative and operational support to the team.

What you'll bring:

Experience in team coordination, administration, project support, or a similar role.

Strong organizational skills and attention to detail.

Experience working with contracts, invoices, and procurement processes.

Knowledge of SAP, Ariba, or similar systems is an advantage.

Strong communication and stakeholder management skills.

Proficiency in Microsoft Office applications.

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_MM
Job Type
Full time
Employment Type

Regular
Shift Work
No
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