

Senior Administrative Assistant

Job ID
REQ-10021817
Sep 18, 2024
United Kingdom

Summary

When we put our heads together, we can do brilliant work. And when we do brilliant work, we can achieve remarkable things for patients as we positively transform healthcare. We are looking for Senior Administrative Assistants to join our team.

The Senior Administrative Assistant is an independent, motivated team member and provides administrative support to the Global Program Team (GPT) and Global Clinical Team (GCT) members with minimal supervision. Performs secretarial and administrative duties for a group of managers and both internal and external associates. Acts as an information source on organizational policies and procedures. May gather, compile, and report information relevant to current assignments. May provide guidance and direction to other administrative associates.

This role can be based in London, UK with a hybrid approach to working.

About the Role

Your responsibilities will include;

- Deals with complex administrative and organizational assignments independently and takes care of general administrative tasks: scheduling offsite meetings, managing complex calendars, travel arrangements, processing expenses and purchase orders, booking video and conference rooms globally.
- Handles confidential information and communications with all levels of management in a professional manner
- Acts as liaison across departments and line functions to ensure proper communications/reporting practices
- Interacts with internal and external sources, often at the sr. management levels
- May be responsible for data tracking and managing logistics for large meetings (internal and external)
- Prepares routine and complex documents, and actively manages/organizes files
- Handles mailings and distribution of materials for clinical trial teams
- Responsible for coordinating with building services for maintenance requests
- Supports/enters data into Novartis specific systems when required
- Provides assistance and training to other administrative staff, as needed
- Assembles relevant data, compiles statistics or information, as directed, for use by others
- Supports compliance-related requests including audits/inspections with the highest quality
- Updates and makes revisions to documents and presentations (may include updates to organizational charts)
- May report monthly staffing changes/updates

- May provide direction/coordination of workflow, as well as providing backup coverage to other Administrative Assistants within the department and fully supports a team environment

Minimum requirements

- Bachelor's degree or equivalent senior administrative experience preferred
- Fluent English (oral and written)
- Strong organizational and time-management skills, with the ability to prioritize tasks
- Position requires intermediate to advanced administrative experience (minimum 5-7 years)
- Ability to exercise independent discretion/judgment and solve complex problems
- Proficient with Microsoft Office programs including Word, Excel, PowerPoint, Outlook, Internet
- Previous experience with Concur strongly preferred
- Ability to handle a wide range of administrative support activities and work independently with little or no supervision
- Input to changes in work processes and workflow is often required
- Strong ability to support and adapt to changes within the organization
- Strong communication skills (both written and verbal)
- Expert team player

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards> Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Development

Business Unit

Innovative Medicines

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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