

# Strategic Assistant

Job ID  
REQ-10030511  
Nov 18, 2024  
China

## Summary

Strategic Assistant will ensure efficient operation of the China President Office. This role requires a strategic thinker with excellent problem-solving skills, capable of managing complex projects and fostering key relationships across the organization.

## About the Role

### Key Responsibilities

- **Governance Management:** Manage key China President Office governance cadence and meetings, ensuring that all governance processes are effectively executed and documented.
- **Project Management:** Oversee and manage key President Office projects and initiatives, ensuring timely and successful completion
- **Operational Support:** Provide operational support to China President Office, including managing executive events and preparing key briefing materials
- **Communication:** Act as a primary communication channel for China President Office, drafting correspondence, preparing presentations to facilitate internal and external communications.
- **Relationship Management:** Build and maintain relationships with key stakeholders, including internal and external key stakeholders

### Qualifications

- **Education:** Bachelor's degree in Science, Business Management, or a related field. An advanced degree is preferred.
- **Experience:** Minimum of 5-7 years of experience in pharmaceutical industry, in a strategic or operational role: Strategic Planning, New Product Planning or Marketing Sales experience preferred
- OR 4+ years management consulting experience with relevant projects in pharmaceutical industry
- **Skills:**
  - Exceptional organizational and multitasking abilities.
  - Excellent written and verbal English communication skills.
  - Strong analytical and problem-solving skills.
  - Proven ability to work collaboratively with senior executives and cross-functional teams

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Division

International

Business Unit

Innovative Medicines

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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