

Strategic Assistant to Global Head of Corporate and Business Development

Job ID

REQ-10044124

Mar 13, 2025

Switzerland

Summary

~ Tragen Sie zu globalen BD & L-Deals bei und unterstützen Sie sie, indem Sie kollaborative externe Vereinbarungen in stark spezialisierten Funktionsbereichen suchen, bewerten und strukturieren und gleichzeitig interne Prozesse zum Abschluss dieser Geschäfte verwalten.

Identifizieren und implementieren Sie BD&L-Deals.

Entwickeln Sie portfoliolückenanalysen und Competitive Intelligence-Berichte in enger Zusammenarbeit mit anderen Länderführern und suchen Sie nach renditemaximierenden Möglichkeiten, Portfoliolücken durch Lizenzvereinbarungen zu füllen.

About the Role

Your responsibilities include, but not limited to:

- Support impact of Global Head C&BD and effectively through collaboration within and beyond the group, overseeing the strategic and operational management of the office of the Global Head of Corporate and Business Development, supporting day-to-day management of urgent issues, leading long-term projects or strategic initiatives, and overseeing the Group level deliverables.
- Support the Chief Strategy & Growth Officer Strategic Assistant (CSGO SA) on any requests from the ECN office and BoD
- Act as contact point to the department (C&BD), acting as POC for topics with no defined ownership.
- Drive swift information flow to, within and beyond C&BD in aspects related to strategy, transactions and others, including unsolicited partnering opportunities.
- Act as Chief of Staff - Support operational management of the Leadership Team (LT) including recurrent meetings (i.e. agenda setting, managing content submissions) and influencing team pro-actively through informal and formal means - Ensure up to date overview of the entire C&BD organization
- Drive or support strategic and long-term Initiatives, influence overall enterprise growth - involving cross functional projects (e.g. segment analysis, segment businesses, innovation plans as well as Mergers & Acquisitions strategy and organizational development and transformation)
- Support CSGO SA on all activities for ECN, , CEO and BoD communications related to C&BD
- Oversee development and coordination of all recurring deliverables (e.g. C&BD pipeline, CEO report, Weekly reporting, other presentations) to ensure clear and transparent dialogue, and timely submission
- Engage and align with Head of C&BD for submissions and topics on governance boards (CEO, BoD).
- Actively guide and support submitting teams through the different governance boards (TAR Meetings, DEC - Deal Engagement Committee, DC - ECN Deal Committee, BoD - Board of Directors, . Influence content where appropriate

- Support and live the CB&D governance processes, advising teams on governance steps.
- Own the TAR, DEC and DC activities (plan agenda, coordinate pre-reads delivery and upload, and document outcomes)
- Support the Operations team on process implementation and improvements, also, with internal and external communication strategy, to ensure seamless management of external partner relationships
- Strengthen communication strategies - Lead internal and external engagement and communication activities for Global C&BD and the LT. Prepare speakers for conferences as needed.
- Support engagement activities with the C&BD community including Town Halls, Connect Session and Forums (all lead by Ops).
- Contribute to the Conference Plan and Strategy, led by the Executive Operations team
- Support initiatives to ensure compliance and quality controls within the organization.

What you'll bring to the role:

- Excellent track record in the pharmaceutical industry - advanced level degree preferred (MBA, MSc, PhD)
- Proficiency in English required - spoken & written (required). Additional languages are a plus.
- Demonstrated previous experience in Business Development, Strategy consulting or investment banking,
- Understanding of commercial and drug development
- Excellent interpersonal and communication skills. Ability to work independently and reliably without much direction and guidance. Ability to provide clear and concise documentation (text summaries and slides).
- Strategic thinking – quickly grasping the essence, able to ask the right questions that make a difference, providing strategic guidance.
- Excellent Project Management and the Agility to work on Diverse topics.
- Ability to manage/simplify complexity and make decisions.
- Results focused - translates strategies into clear deliverables and action plans; acts, executes and follows up.
- Collaborative – fosters a high performing team culture and demonstrates high emotional intelligence.

Commitment to Diversity & Inclusion:

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

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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

Strategy & Growth

Business Unit

Corporate

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regulär

Shift Work

No

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